

State of North Dakota



Module 10 – Project Costing

PeopleSoft Financials 9.0

Office of Management & Budget - Fiscal Management
01/01/2011

Introduction

The PeopleSoft Financials Training Guide was produced by using the User Productivity Kit (UPK) / On Demand Training application. The Training Guide is comprised of 3 levels:

- Module – PeopleSoft component
- Lesson – Description level
- Topic - Procedure

All levels are identified with the prefix “ST” for STATE.

PeopleSoft Financial Modules Training Guides are available on the Office of Management & Budget website: www.nd.gov/fiscal/accounting/manuals.

The PeopleSoft Financials Module Online Tutorials and Job Aids are available by clicking on the Help menu in PeopleSoft Financials.



Notice to Users:

- All Training Guide content was recorded in the PeopleSoft Test environment (NDFT). The NDFT logo will appear on the screen shots in this document; however, this will not be seen in the Production environment.
- The PeopleSoft Tools upgrade was implemented in October 2010. This change does not affect the actual material represented in the Training Guides/Job Aids; however, the main menu screens in the training material may look different than the actual PeopleSoft Production environment.



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ST Module 10 - Project Costing

Project Costing Module

Project costing is used primarily by state agencies to track revenues and expenditures for federal grants. Some agencies also use project costing for tracking revenues and expenditures for construction projects.

The reports for project costing have life-to-date information. Since the state standard reports only have costs through one biennium, agencies may need to use project costing to track the activity for grants or other projects that are active in more than one biennium.

To view or print the Project Costing Training Guide, click on OMB's training webpage:
(<http://www.nd.gov/fiscal/accounting/manuals>)

ST Lesson 10.1 - Projects

Projects

A project is normally set up for each agency's separate federal grants, construction or other projects that need tracking.

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Module 10 – Project Costing



ST 10.1.1 - Create New Project

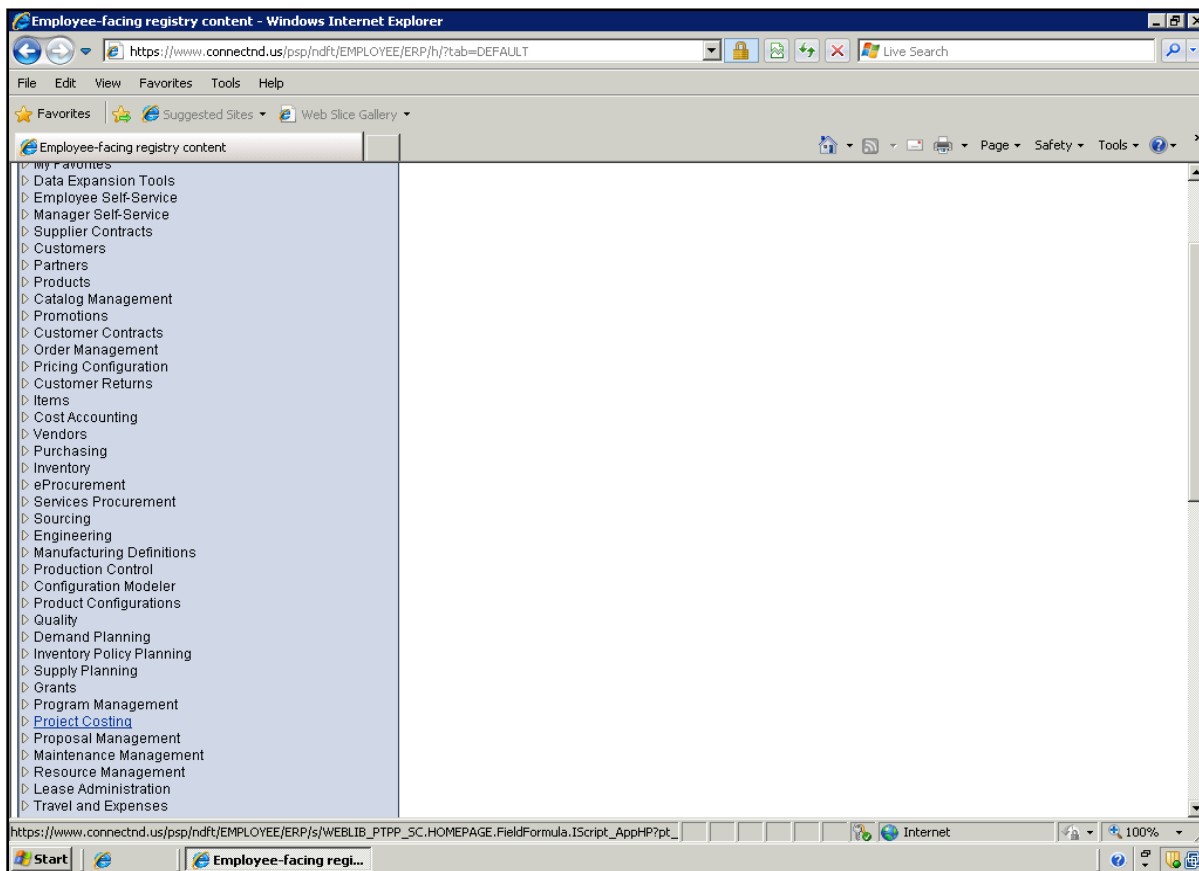
Create New Project

Navigation: [Project Costing](#) > [Project Definitions](#) > [General Information](#)

When creating a new project, assign a project ID that hasn't been used by any other agency. Project ID's are shared throughout the state. Most agencies with federal grants start their project ID's with the alpha characters that are used with their federal fund number.

Procedure

This topic shows how to Create a New Project.

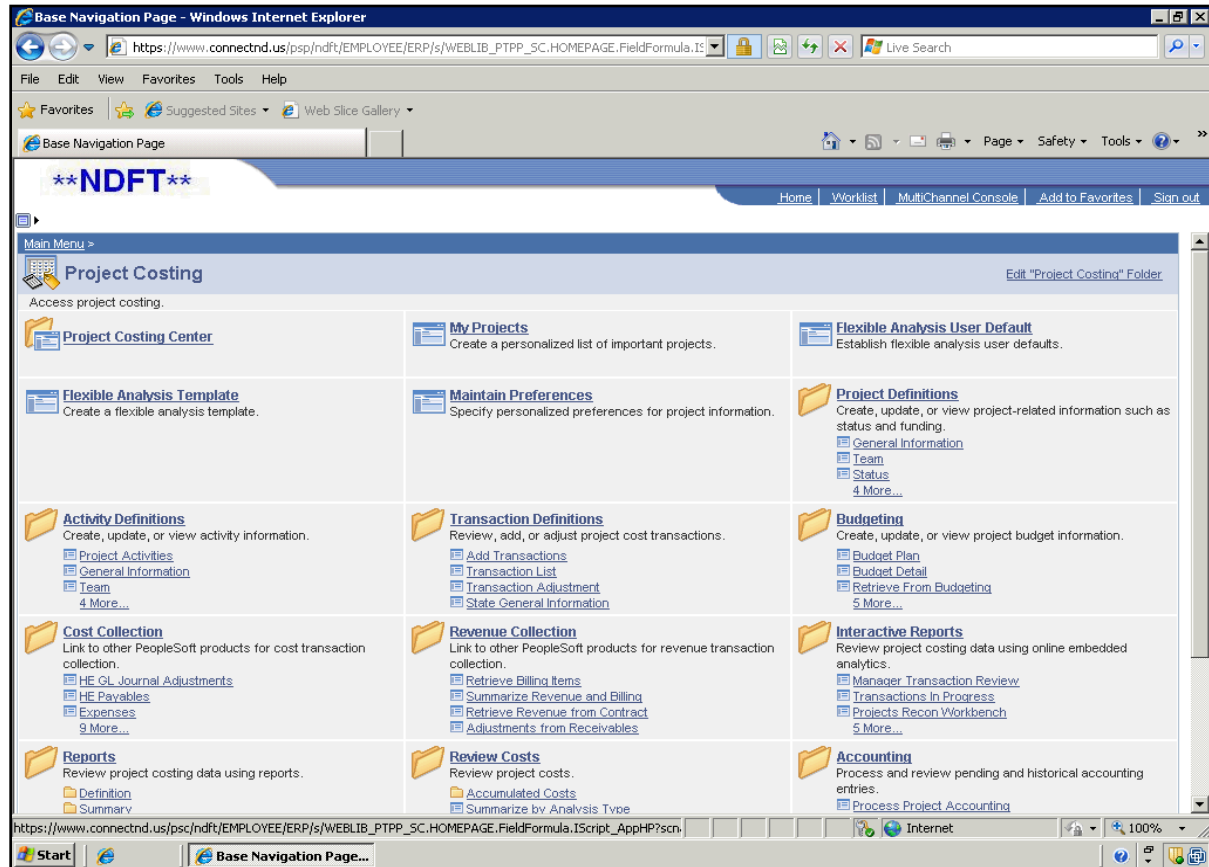




Training Guide

Module 10 – Project Costing

Step	Action
1.	Click the Project Costing link. ▶ Project Costing



Step	Action
2.	Click the Project Definitions link. Project Definitions
3.	Click the General Information link. General Information

Training Guide

Module 10 – Project Costing



General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Business Unit: = 11000

Project: begins with

Description: begins with

Program: = Detail Project

Processing Status: =

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value




javascript:submitAction_win0(document.win0,'#ICSwitchMode');

Start General Information -...

Step	Action
4.	Click the Add a New Value tab. Add a New Value
5.	Enter the desired information into the Project field. Enter " Training ". Name of the project can be up to 15 characters: alpha and/or numeric.
6.	Leave the default to Blank Project.
7.	Click the Add button. Add




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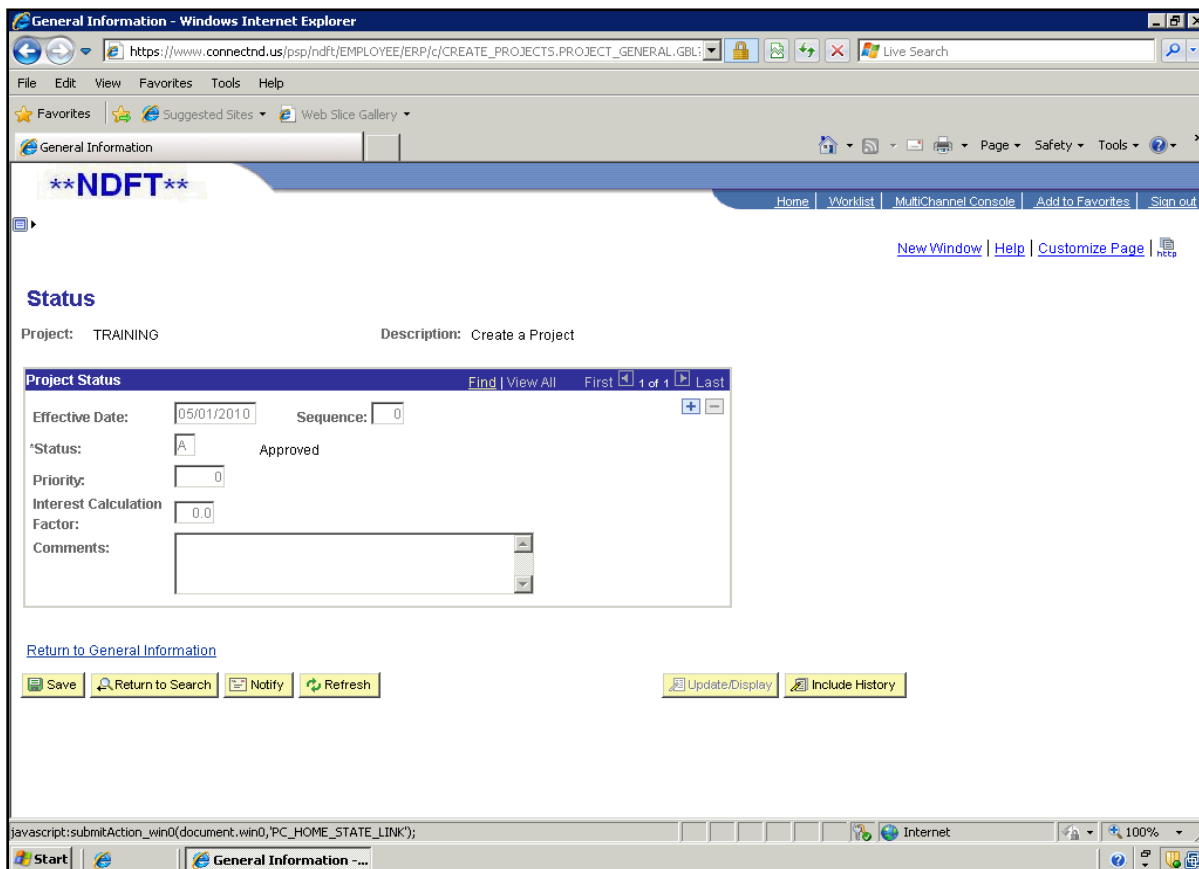
Step	Action
8.	Enter the desired information into the Description field. Enter " Create a Project ".
9.	<p>Select if you want this project to roll up to a Project Type (if your agency uses Project Types).</p> <p>Click the Look up Project Type (Alt+5) button.</p> 
10.	<p>Click the testing link.</p> 
11.	<p>Click the Project Status button.</p> <p>The Project Status is tied to the Processing Status. When creating a new project, the Processing Status comes up as Active and you must select a Project Status that is tied to a Processing Status of Active.</p> <p>Those options are Approved and Open.</p> 

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Step	Action
12.	Click the Approved link. Approved
13.	Project Status defaults with a Start Date in the Project Schedule section. To change the Start Date, it must be changed here first. Start Date cannot be prior to the Approval Status date. Enter the desired information into the Start Date field. Enter " 05/01/2010 ".
14.	Click the Save button. 
15.	Click the Approved link. Approved



The screenshot shows a web browser window titled "General Information - Windows Internet Explorer" with the URL https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL. The page displays the "NDFT" logo and navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, Sign out. Below the logo, there are links for New Window, Help, and Customize Page. The main section is titled "Status" and shows "Project: TRAINING" and "Description: Create a Project". A "Project Status" form is displayed with the following fields: Effective Date (05/01/2010), Sequence (0), *Status (A), Priority (0), Interest Calculation Factor (0.0), and a Comments text area. The form is currently in "Approved" status. At the bottom of the form, there are buttons for Save, Return to Search, Notify, Refresh, Update/Display, and Include History. The browser's status bar at the bottom shows the Start button, the active window "General Information ~...", and the Internet Explorer icon.



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Step	Action
16.	Click the Return to General Information link. Return to General Information
17.	<p>The Project Status of Approved is now a hyperlink. Click on it to change or view the status of the project.</p> <p>The Project Status determines the Processing Status. The Processing Status allows or disallows the project from being used with transactions.</p>

The screenshot shows the NDFT General Information web application in Internet Explorer. The browser address bar shows the URL: https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL. The application has a navigation bar with tabs: General Information, Project Costing Definition (highlighted), Manager, Location, Phases, Approval, Justification, and User Fields. The main content area displays project details for a project named 'TRAINING'. The 'Description' field contains 'Create a Project'. The 'Integration' field contains '11000' with a search icon and 'OMB Integration'. The 'Project Type' field contains 'TEST' with a search icon and 'testing'. The 'Percent Complete' field contains '0.00'. The 'Project Health' field is a dropdown menu. The 'Processing Status' is 'Active' and the 'Project Status' is 'Approved'. The 'Project Schedule' section shows 'Start Date' as '05/01/2010' and 'End Date' as '05/04/2010'. The 'Description' section shows 'Date/Time Stamp' as '05/04/10 2:07:24PM' and 'User ID' as 'RRIDL@ND.GOV'. The 'Main Content' field is empty. The 'Long Description' field is empty. At the bottom, there are buttons for 'Save as Template' and 'Copy Project'.

Step	Action
18.	Click the Project Costing Definition tab. Project Costing Definition

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Module 10 – Project Costing



Step	Action
19.	<p>If your agency uses Standard Activities, select the checkbox. If the box is checked, <u>you can only use Standard Activities with that project</u> and cannot add any other activity to that project except for Standard Activities.</p> <p>Click the Standard Activities option.</p> <div> <input type="checkbox"/> Standard Activities </div>
20.	The additional tabs on the Projects page are optional and are for informational purposes only.
21.	<p>Click the General Information tab.</p> <div> General Information </div>



Training Guide Module 10 – Project Costing

General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

General Information Project Costing Definition Manager Location Phases Approval Justification User Fields

Project: TRAINING Add to My Projects

Description: Create a Project ☐ Program Processing Status: Active

Integration: 11000 OMB Integration Project Status: Approved

Project Type: TEST testing

Percent Complete: 0.00 As Of:

Project Health: As Of:

Project Schedule

Start Date: 05/01/2010 End Date: 05/04/2010 Additional Dates

Description Find View All First 1 of 1 Last

Date/Time Stamp: 05/04/10 2:07:24PM User ID: RRIDL@ND.GOV

Description:

Long Description:

Save as Template Copy Project

Step	Action
22.	<p>Click on the Add to My Projects button to add this to your list of projects.</p> <p>Click the Add to My Projects button.</p> <p>Add to My Projects</p>

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General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

General Information Project Costing Definition Manager Location Phases Approval Justification User Fields

Project: TRAINING Add to My Projects

*Description: Create a Project

*Integration: 11000 OMB Integration

Project Type: TEST testing

Percent Complete: 0.00 As Of:

Project Health: As Of:

Processing Status: Active

Message from webpage

Project added to My Projects List. (13100,77)

Current Project has been added to My Projects List.

OK

Project Schedule

*Start Date: 05/01/2010 *End Date: 05/04/2010 Additional Dates


Description Find View All First 1 of 1 Last

Date/Time Stamp: 05/04/10 2:07:24PM User ID: RRIDL@ND.GOV

Description:

Long Description:

Save as Template Copy Project

Step	Action
23.	Click the OK button. 
24.	This topic showed how to Create a New Project. End of Procedure.



ST 10.1.2 - Change Project Status

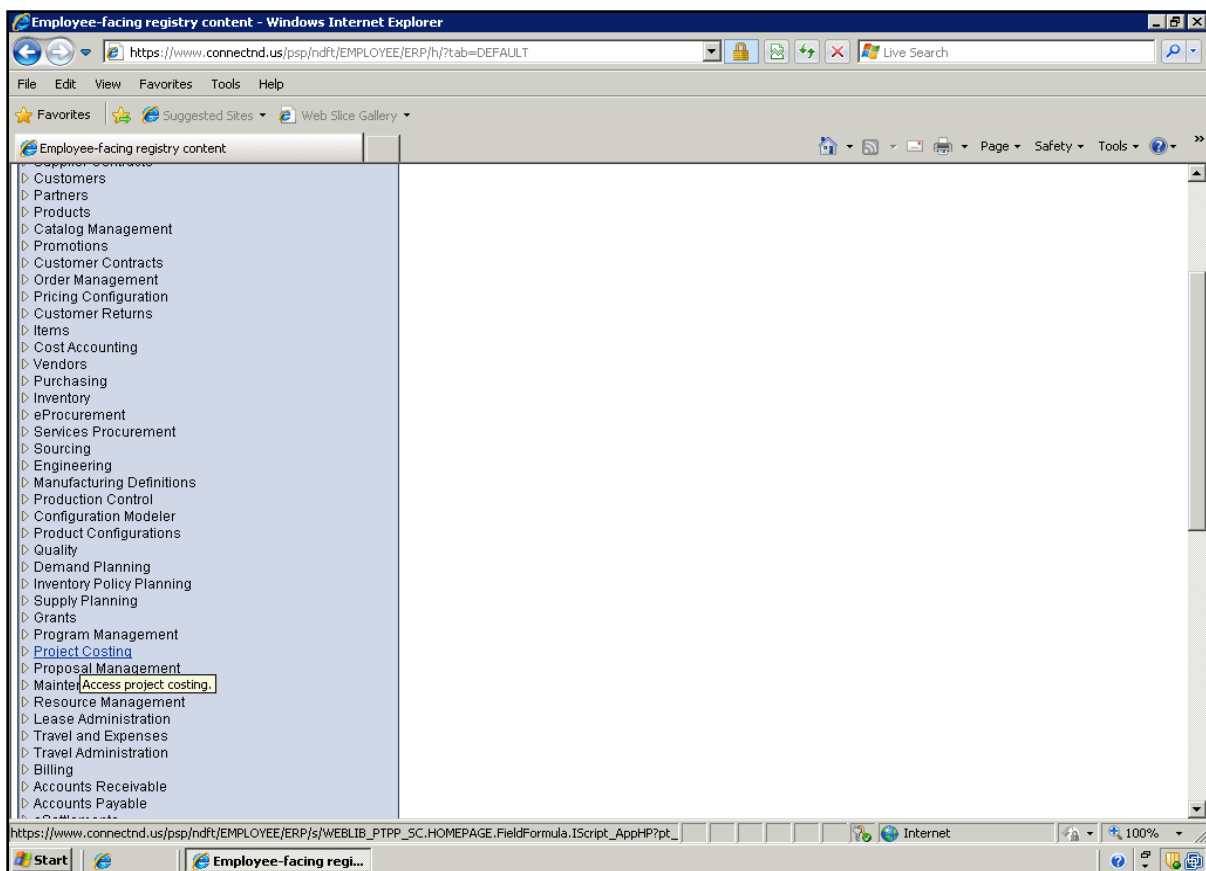
Change Project Status

Navigation: Project Costing > Project Definitions > General Information

To close a project, click on the Project Status hyperlink of the project you want to close. The Processing Status will change to Inactive *on the date you select for the closing date of the Project Status*. It is the Processing Status of Active or Inactive that will allow or disallow the use of the project with transactions.

Procedure

This topic shows how to Change Project Status.

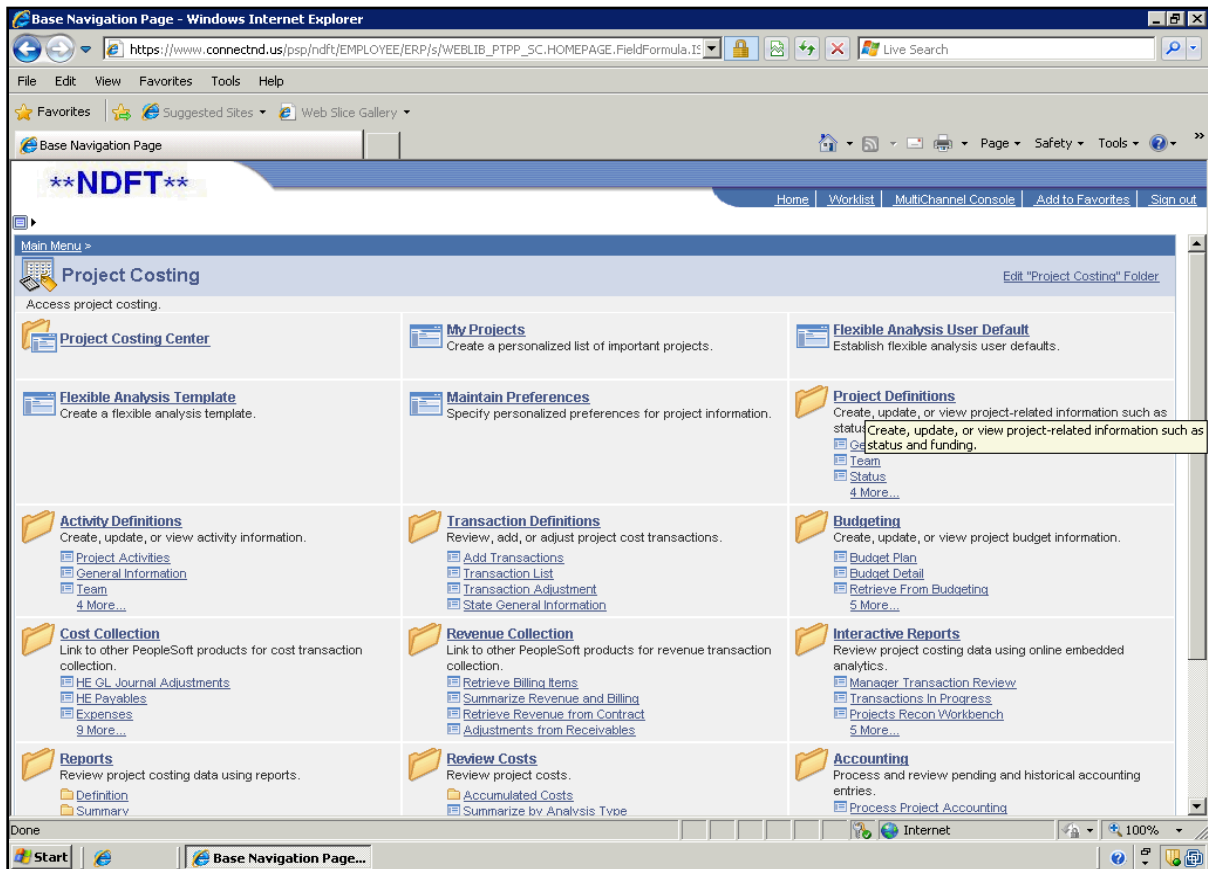


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Step	Action
1.	Click the Project Costing link. ▶ Project Costing

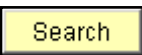


Step	Action
2.	Click the Project Definitions link. Project Definitions
3.	Click the General Information link. General Information



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Step	Action
4.	Enter the desired information into the Project field. Enter " Training ".
5.	Click the Search button. <div></div>

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General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

General Information Project Costing Definition Manager Location Phases Approval Justification User Fields

Project: TRAINING Add to My Projects

*Description: Create a Project ☐ Program Processing Status: Active

*Integration: 11000 OMB Integration Project Status: [Approved](#)

Project Type: TEST testing

Percent Complete: 0.00 As Of:

Project Health: As Of:

Project Schedule

*Start Date: 05/01/2010 *End Date: 05/04/2010 Additional Dates

Description Find View All First 1 of 1 Last

Date/Time Stamp: 05/04/10 2:25:40PM User ID: RRIDL@ND.GOV

Description:

Long Description:

Save as Template Copy Project

javascript:submitAction_win0(document.win0,PC_WRK_PROJECT_STATUS_HYP);

Start General Information - ...

Step	Action
6.	Click the Approved link. Approved



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General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Status

Project: TRAINING Description: Create a Project

Project Status Find | View All First 1 of 1 Last

Effective Date: 05/01/2010 Sequence: 0

*Status: A Approved

Priority: 0

Interest Calculation Factor: 0.0





Comments:

Return to General Information

Save Return to Search Notify Refresh Update/Display Include History

javascript:submitAction_win0(document.win0,`\${ICField8\$new\$0\$0`);

Start General Information - ... Internet 100%

Step	Action
7.	Click the Add a new row at row 1 (Alt+7) button. 
8.	You can make the Effective Date in the future and the change will happen on that date. Enter the desired information into the Effective Date field. Enter 5/30/2010 .
9.	Click the Look up Status (Alt+5) button. 
10.	Select the project status. Click the Closed link. 
11.	Click the Save button. 

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Step	Action
12.	This topic showed how to Change Project Status. End of Procedure.



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ST 10.1.3 - Copy Project from General Information

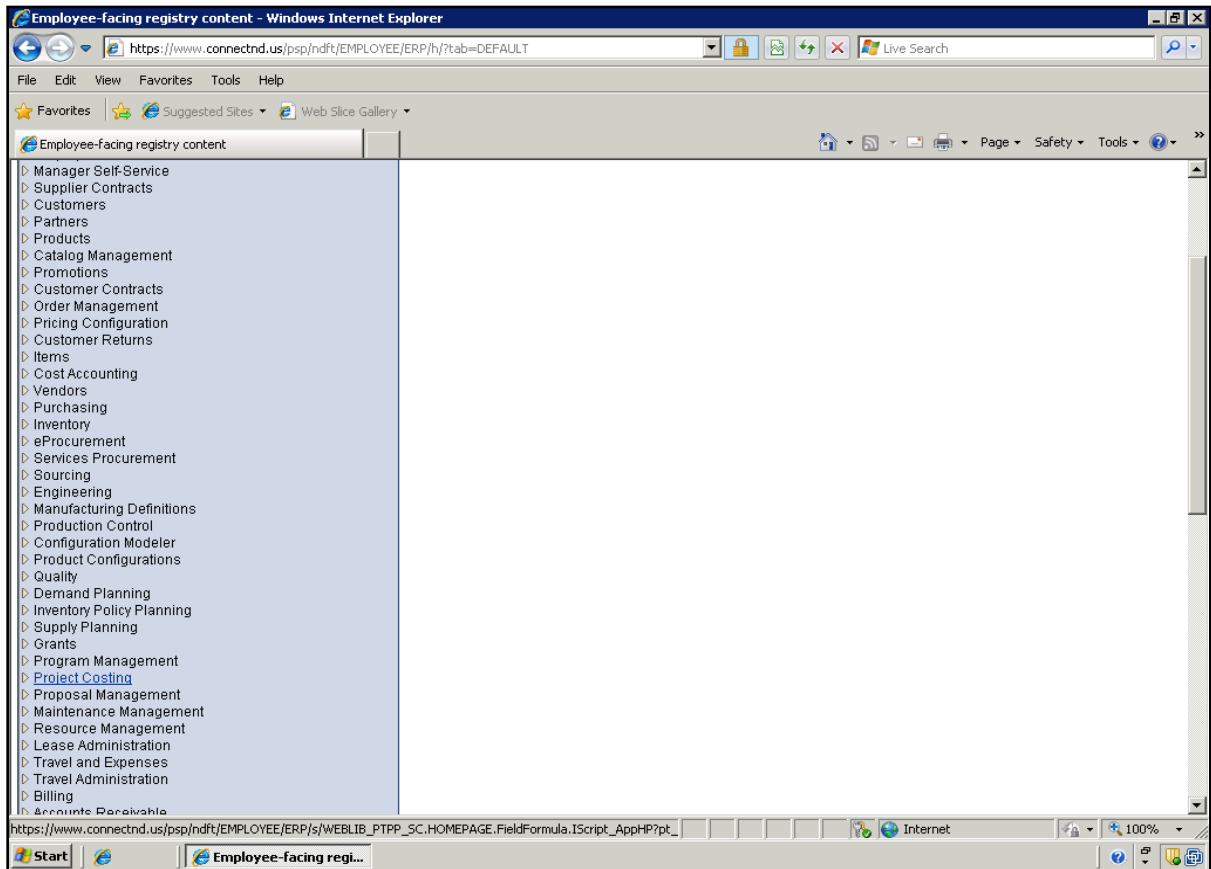
Copy Project from General Information

Navigation: Project Costing > Project Definitions > General Information

If you need to create a new project that is similar to another project that already exists, you can copy the existing project. This is efficient if you are going to reuse the same activities or some of the same activities as in the project you are copying.

Procedure

This topic shows how to Copy Project from General Information.

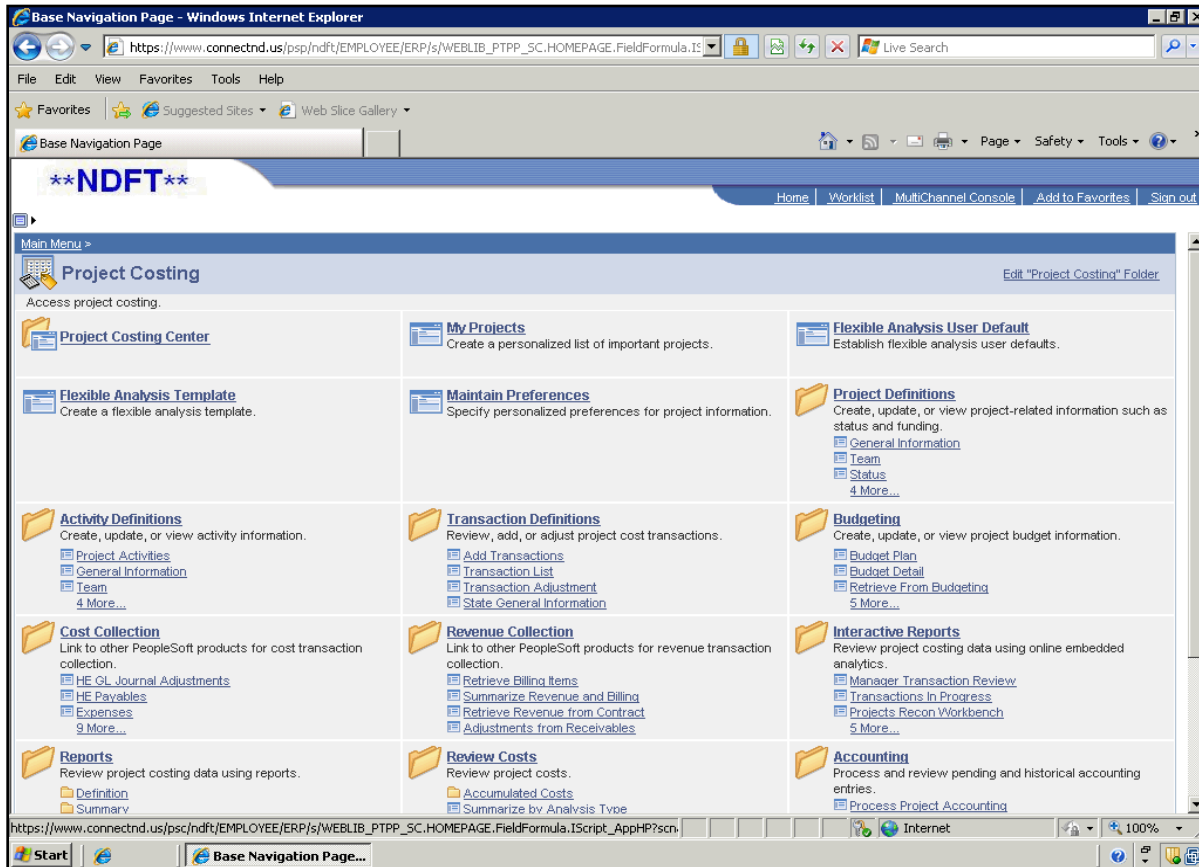


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Step	Action
1.	Click the Project Costing link.



Step	Action
2.	Click the Project Definitions link.
3.	Click the General Information link.



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Module 10 – Project Costing

General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Main Content

Business Unit: = 11000

Project: begins with

Description: begins with

Program: = Detail Project

Processing Status: =

☐ Include History ☐ Correct History ☐ Case Sensitive

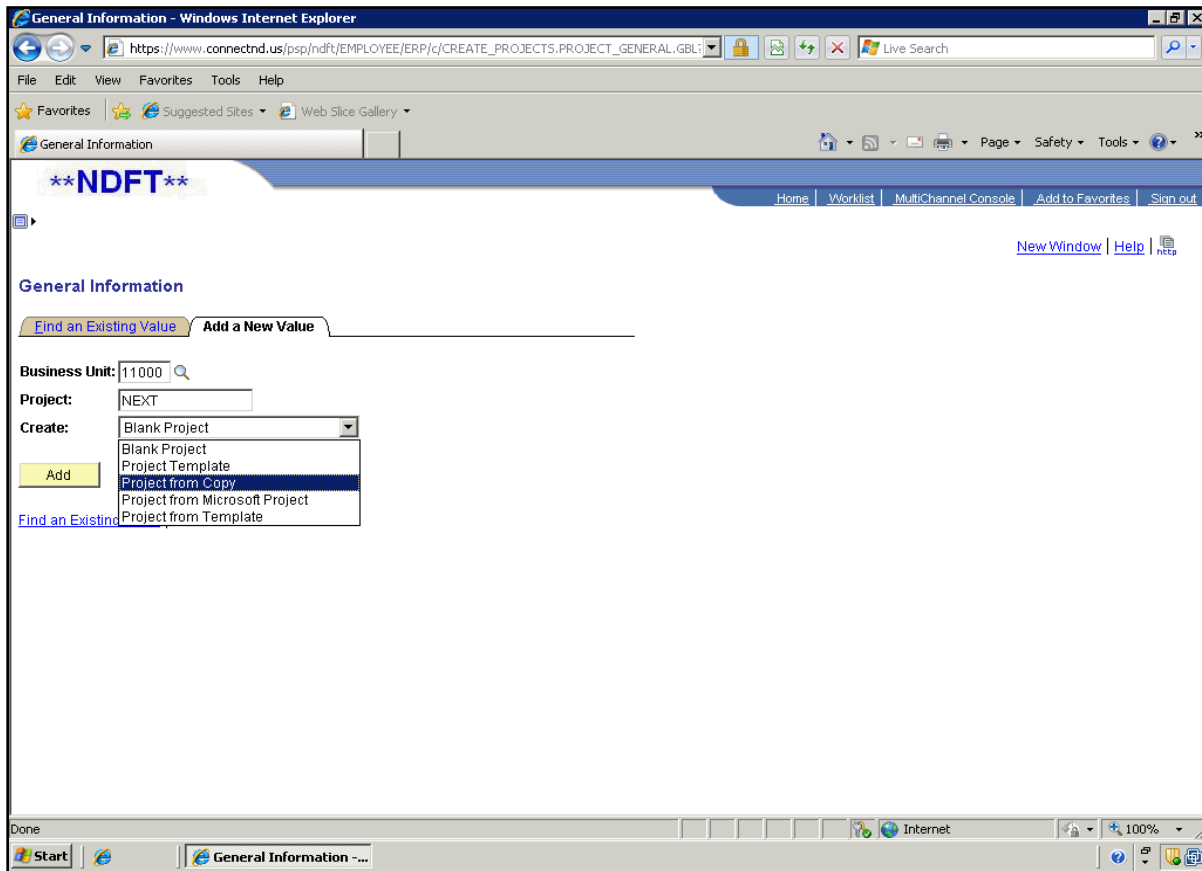
Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

Step	Action
4.	Click the Add a New Value tab. Add a New Value

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Step	Action
5.	Click the Project from Copy list item in the Create drop down. Project from Copy



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Module 10 – Project Costing

General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

General Information

Find an Existing Value Add a New Value

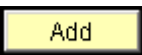
Business Unit: 11000

Project: NEXT

Create: Project from Copy

Add

Find an Existing Value Add a New Value

Step	Action
6.	Enter the desired information into the Project field. Enter " CopyOne1 ".
7.	Click the Add button. 

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General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Copy Project

Project Business Unit: 11000 Description: Office of Management and Bdgt

Options

Copy Options: BOTH Copy Project & All Activities
Look up Copy Options (Alt+5)

*Project to Copy:

*Target Project: COPYONE1

*Copy Analysis Group:

☒ Reuse Activity ☒ Select All Activities ☐ Allow Transactions Copy



Copy

Activities Customize Find View All First 1 of 1 Last

Activity	Description	Allow Copying	*Activity
		<input type="checkbox"/>	

javascript:submitAction_win0(document.win0,PC_CPY_PROJ_WRK_PC_COPY_OPTION\$14\$\$prompt);





Start General Information - ... Internet 100%

Step	Action
8.	Click the Copy Options button. 
9.	Select the copy option you want to use. Click the Copy Project & All Activities link. Copy Project & All Activities
10.	Click the Project to Copy button. 
11.	Select the project to copy. Click the TEST2010 link. TEST2010



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Module 10 – Project Costing

Step	Action
12.	<p>Select to copy All Activities or uncheck that box and just check the allow copying for the activities you want to copy.</p> <p>If you want new activity ID's, uncheck the Reuse Activity box and fill in what you want.</p> <p>Click the Select All Activities option.</p> 
13.	<p>Select the activities you wish to copy.</p> <p>Click the Allow Copying option.</p> 
14.	<p>Click the Allow Copying option.</p> 
15.	<p>Click the Copy button.</p> 
16.	<p>Click on the Project Status hyperlink to select a Project Status for this project.</p> <p>Note: The Processing Status gets copied over from the project that was copied.</p> <p>The Start Date under the Project Schedule will default the same date as the project you copied. If you want the project to start prior to that date, you need to change that before clicking on the Project Status hyperlink. If you want a later Start Date, you can change that here but then must also go into the activities and change those Start Dates.</p> <p>The project Start Date cannot be after the activities Start Date.</p>

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General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

General Information Project Costing Definition Manager Location Phases Approval Justification User Fields

Project: COPYONE1 Add to My Projects

*Description: Testing ☐ Program Processing Status: Active

*Integration: 11000 OMB Integration Project Status: [Project Status](#)

Project Type: 02 Facility

Percent Complete: 0.00 As Of:

Project Health: As Of:

Project Schedule

*Start Date: 04/01/2010 *End Date: 04/23/2010 Additional Dates

Description Find View All First 1 of 1 Last

Date/Time Stamp: 06/03/10 9:35:49AM User ID: RRIDL@ND.GOV

Description:

Long Description:

Save as Template Copy Project

javascript:submitAction_win0(document.win0,PC_WRK_PROJECT_STATUS_HYP);

Start General Information - ... Internet 100%

Step	Action
17.	Click the Project Status link. Project Status



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General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Status

Project: COPYONE1 Description: Testing

Project Status Find | View All First 1 of 1 Last

Effective Date: 06/03/2010 Sequence: 0

*Status:


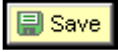
Priority: 0

Interest Calculation Factor: 0.0

Comments:

[Return to General Information](#)

Save Return to Search Notify Refresh Update/Display Include History

Step	Action
18.	<p>The Effective Date can be different than the Start Date on the General Information page of the project.</p> <p>The Effective Date cannot be before the Start Date.</p> <p>Enter the desired information into the Effective Date field. Enter "04/05/2010".</p>
19.	<p>Click the Look up Status (Alt+5) button.</p> 
20.	<p>Click the Approved link.</p> <p>Approved</p>
21.	<p>Click the Save button.</p> 
22.	<p>Click the Return to General Information link.</p> <p>Return to General Information</p>

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General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

General Information **Project Costing Definition** Manager Location Phases Approval Justification User Fields

Project: COPYONE1 [Add to My Projects](#)

*Description: Testing ☐ Program Processing Status: Active

*Integration: 11000 OMB Integration Project Status: [Approved](#)

Project Type: 02 Facility

Percent Complete: 0.00 As Of:

Project Health: As Of:

Project Schedule

*Start Date: 04/01/2010 *End Date: 04/23/2010 [Additional Dates](#)

Description Find View All First 1 of 1 Last

Date/Time Stamp: 06/03/10 9:37:20AM User ID: RRIDL@ND.GOV

Description:

Long Description:

[Save as Template](#) [Copy Project](#)

javascript: submitAction_win0(document.win0,'#ICPanel4');

Start General Information - ...

Step	Action
23.	Click the Project Costing Definition tab. Project Costing Definition
24.	If you have copied a project that uses Standard Activities, the Standard Activities box will be checked. Uncheck the box if Standard Activities are not used.
25.	This topic showed how to Copy a Project from General Information. End of Procedure.



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ST 10.1.4 - Copy Project from Project Page

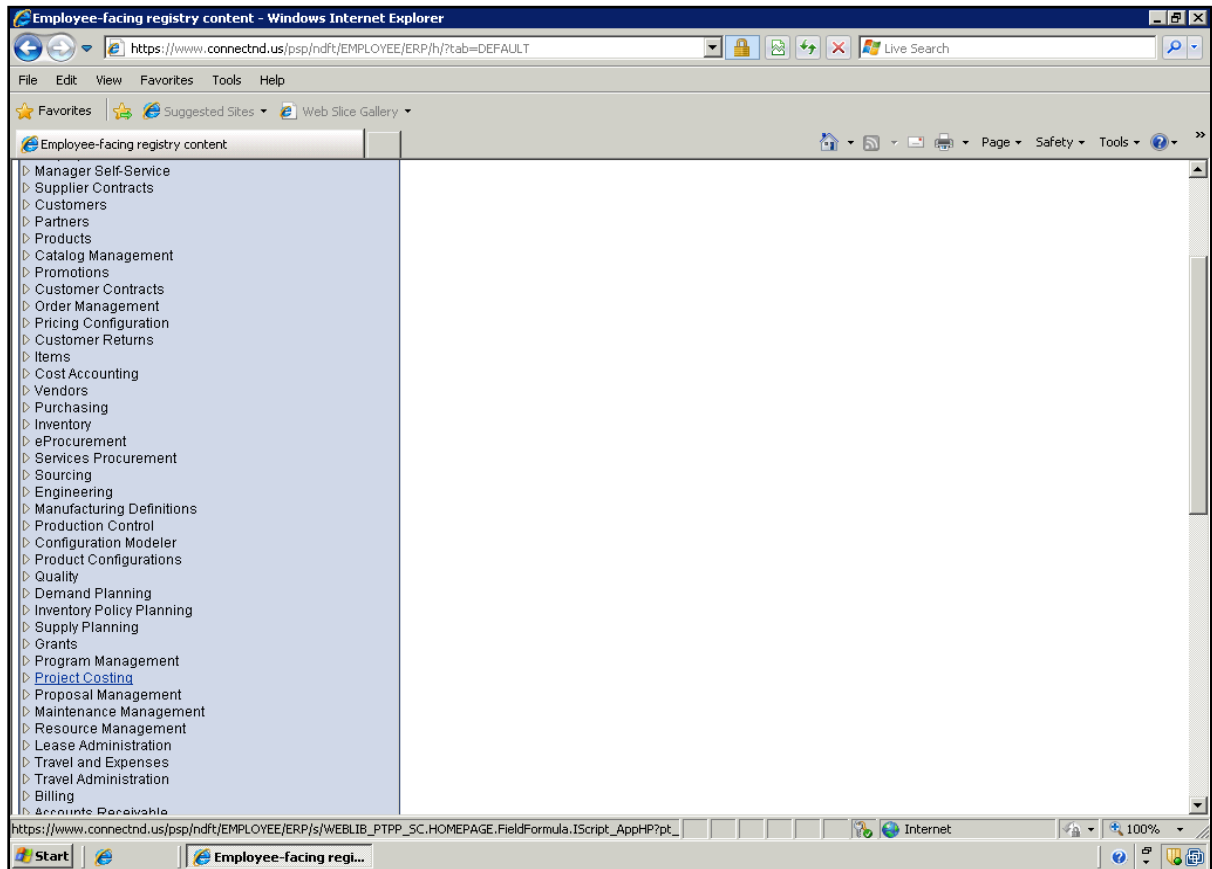
Copy Project from Project Page

Navigation: Project Costing > Project Definitions > General Information

To create a new project by copying an existing project, navigate to the General Information tab of the project you want to copy.

Procedure

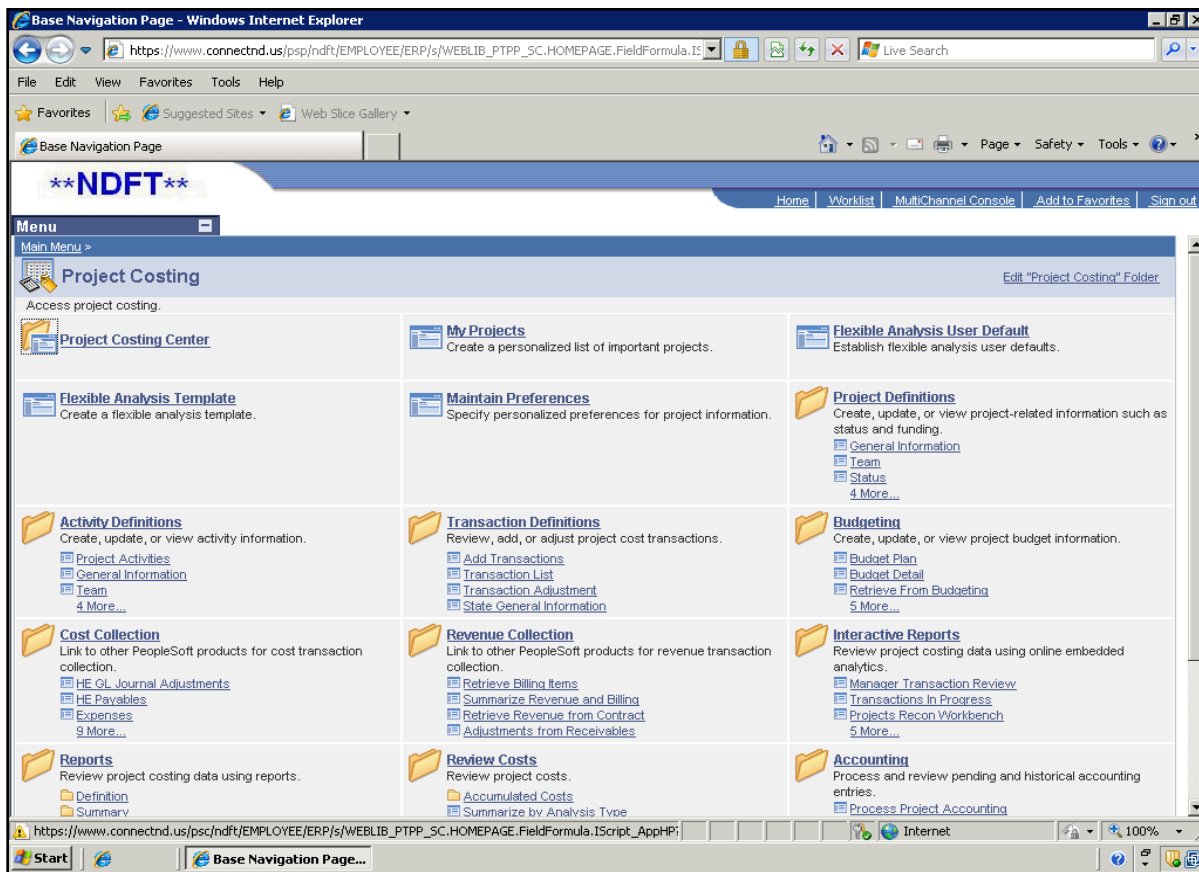
This topic shows how to Copy a Project from Project Page.



Step	Action
1.	Click the Project Costing link. ▶ Project Costing

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Step	Action
2.	Click the Project Definitions link. Project Definitions
3.	Click the General Information link. General Information



Training Guide

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General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Business Unit: = 11000

Project: begins with

Description: begins with

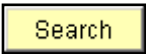
Program: =

Processing Status: =

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

Step	Action
4.	Search for the project you want to copy. Enter the desired information into the Project field. Enter " TestingDates ".
5.	Click the Search button. 

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General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Project: TESTINGDATES [Add to My Projects](#)

*Description: ☐ Program Processing Status: Active

*Integration: OMB Integration Project Status: [Approved](#)

Project Type:

Percent Complete: As Of:

Project Health: As Of:

Project Schedule

*Start Date: *End Date: [Additional Dates](#)

Description Find | View All First 1 of 1 Last

Date/Time Stamp: 06/03/10 1:00:14PM User ID: RRIDL@ND.GOV

Description:

Long Description:

[Save as Template](#) [Copy Project](#)

Go To: [My Projects](#) [Project Valuation](#) [Project Team](#) [Project Activities](#) [More](#)

[Save](#) [Return to Search](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

Done

Start General Information - ... Internet 100%

Step	Action
6.	Click the Copy Project button.



Training Guide Module 10 – Project Costing

General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Copy Project

Project Business Unit: 11000 Description: Office of Management and Bdgt

Project: TESTINGDATES Description: Testing For UPK set up

Options

Copy Options: BOTH Copy Project & All Activities

*Target Project: NEXT

*Copy Analysis Group:

☒ Reuse Activity ☒ Select All Activities ☐ Allow Transactions Copy

Copy



Activities

Activity	Description	Allow Copying	*Activity
APRIL	TEST	<input checked="" type="checkbox"/>	APRIL
APRIL2	TEST 2	<input checked="" type="checkbox"/>	APRIL2

Return to General Information

javascript:submitAction_win0(document.win0,PC_CPY_PROJ_WRK_PC_COPY_OPTION\$14\$\$prompt);


Start General Information - ... Internet 100%

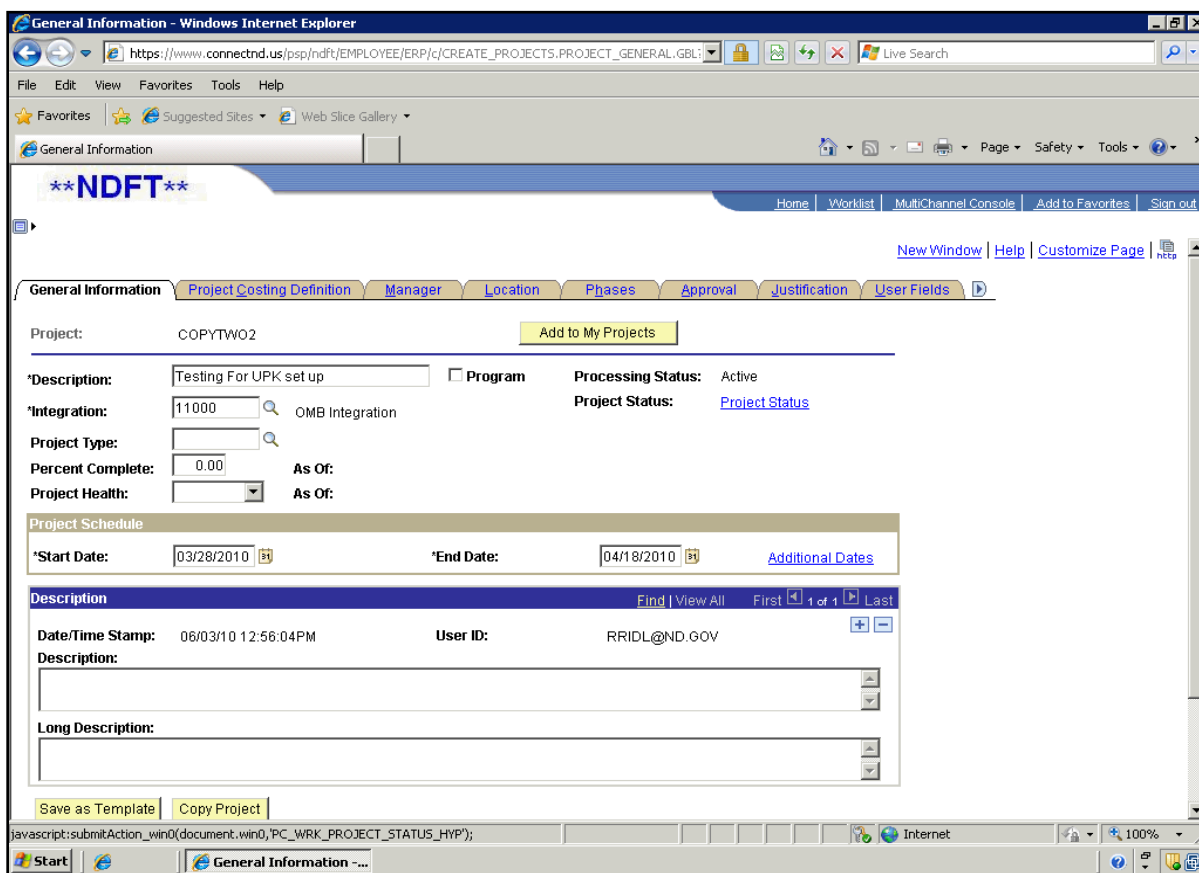
Step	Action
7.	Click the Copy Options button. 
8.	Select the copy option you want to use. Click the Copy Project & All Activities link. Copy Project & All Activities
9.	Select to copy All Activities or uncheck that box and check the activities you want to copy. If you want new activity ID/s, uncheck the Reuse Activity box and fill in what you want. Click the Allow Copying option. 
10.	Name the project you want to create. Enter the desired information into the Target Project field. Enter " COPYTWO2 ".

Training Guide

Module 10 – Project Costing



Step	Action
11.	Click the Copy button. 
12.	Click on the Project Status hyperlink to select a Project Status for this project. Note: The Processing Status gets copied over from the project that was copied. Change Start Date, if desired. If you want a later Start Date, you can change that here but then must also go into the activities and change those start dates. <i>The project start date cannot be after the activities start date.</i>



General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

General Information Project Costing Definition Manager Location Phases Approval Justification User Fields

Project: COPYTWO2 Add to My Projects

*Description: Testing For UPK set up ☐ Program Processing Status: Active

*Integration: 11000 OMB Integration Project Status: [Project Status](#)

Project Type:

Percent Complete: 0.00 As Of:

Project Health: As Of:

Project Schedule

*Start Date: 03/28/2010 *End Date: 04/18/2010 Additional Dates

Description Find View All First 1 of 1 Last

Date/Time Stamp: 06/03/10 12:56:04PM User ID: RRIDL@ND.GOV

Description:

Long Description:

Save as Template Copy Project

javascript:submitAction_win0(document.win0,PC_WRK_PROJECT_STATUS_HYP);

Internet 100%

Start General Information ~...

Step	Action
13.	Click the Project Status link. Project Status



Training Guide Module 10 – Project Costing

General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Status

Project: COPYTW02 Description: Testing For UPK set up

Project Status Find | View All First 1 of 1 Last

Effective Date: 06/03/2010 Sequence: 0

Main Content Status:

Priority: 0

Interest Calculation Factor: 0.0





Comments:

[Return to General Information](#)

Save Return to Search Notify Refresh Update/Display Include History

Done

Start General Information - ... Internet 100%

Step	Action
14.	The Effective Date can be different than the Start Date on the General Information page of the project; however, <i>the date cannot be before the Start Date</i> . Enter the desired information into the Effective Date field. Enter " 04/01/2010 ".
15.	Click the Look up Status (Alt+5) button. 
16.	Click the Approved link. 
17.	Click the Save button. 
18.	Click the Return to General Information link. 

Training Guide

Module 10 – Project Costing



General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

General Information Project Costing Definition Manager Location Phases Approval Justification User Fields

Project: COPYTWO2 Add to My Projects

*Description: Testing For UPK set up ☐ Program Processing Status: Active

*Integration: 11000 OMB Integration Project Status: Approved

Project Type:

Percent Complete: 0.00 As Of:

Project Health: As Of:

Project Schedule

*Start Date: 03/28/2010 *End Date: 04/18/2010 Additional Dates

Description Find View All First 1 of 1 Last

Date/Time Stamp: 06/03/10 12:56:34PM User ID: RRIDL@ND.GOV

Description:

Long Description:

Save as Template Copy Project

javascript: submitAction_win0(document.win0,'#ICPanel4');

Start General Information - ...

Step	Action
19.	Click the Project Costing Definition tab. <u>Project Costing Definition</u>
20.	If you have copied a project that uses Standard Activities, the Standard Activities box will be checked. If you do not want to use Standard Activities, uncheck the box.



Training Guide Module 10 – Project Costing

General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Project: C01111002 Description: Testing for ORK Setup

System Fields

*FS_08 SetID: 11000

System Source: PPC

Projects Utilities

Project Tree...

Enforce Team

☒ Do Not Enforce

☐ Project Team Only

☐ Project and Activity Team

Percent Complete

*Calculation Method: Manual

*Summary Method: None

*Retain History: Weekly

Project Currency

Currency Code: USD

Rate Type: CRRNT

Effective Date Default: Acct Date

Analysis Group Options

Cost Budget: BUD

Revenue Budget: RBUD

Actual Cost: ACT

Actual Revenue: PSREV

Forecast: EAC

Options


☐ Standard Activities

☐ Allow Interest Calculation

Save as Template Copy Project

Go To: My Projects Project Valuation Project Team Project Activities More

Save Return to Search Refresh Add Update/Display Include History Correct History

Step	Action
21.	Click the Save button. 
22.	This topic showed how to Copy a Project from Project Page. End of Procedure.

Training Guide

Module 10 – Project Costing



ST 10.1.5 - Create Project Types

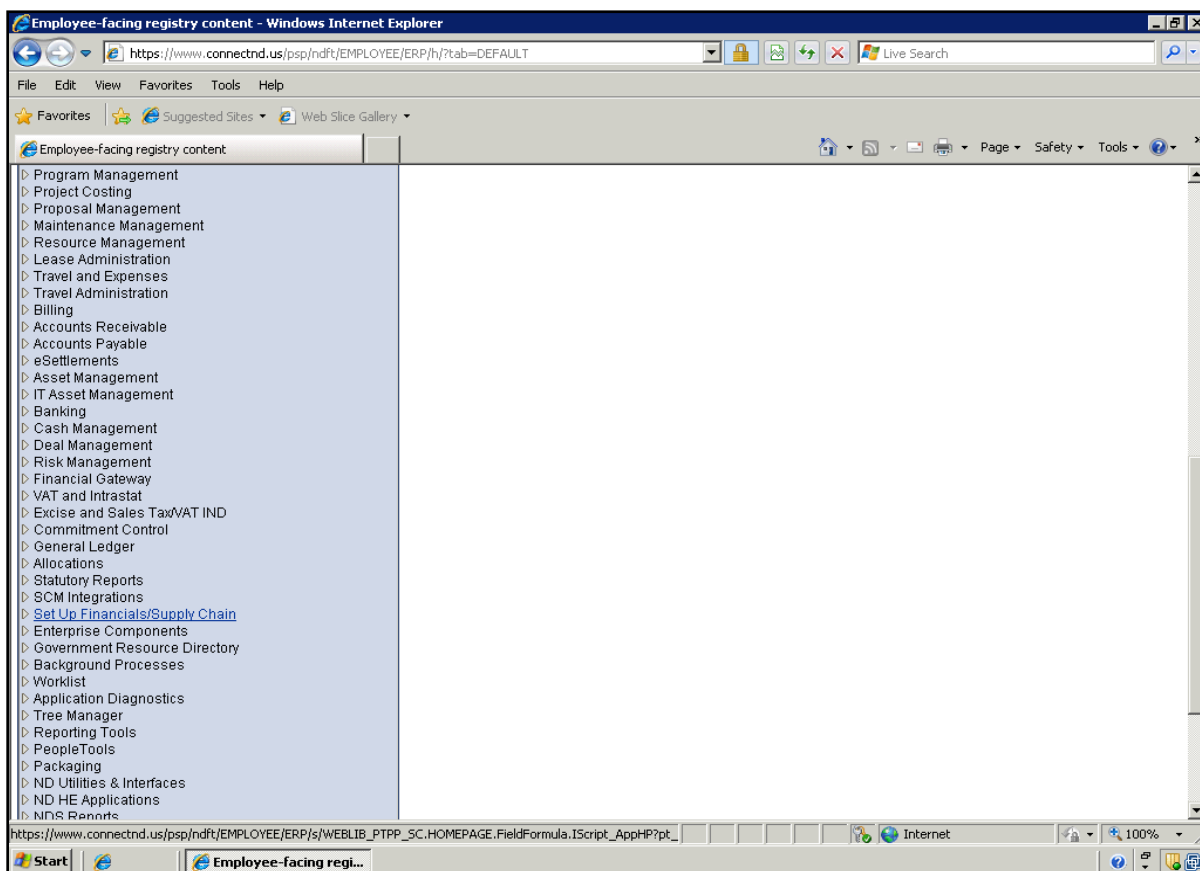
Create Project Types

Navigation: Set Up Financials/Supply Chain > Product Related > Project Costing > Project Options > Project Types

Project Types are used so certain projects can roll up together. Project Types can be used with any project and projects can also share types. You can assign a particular Project Type to the projects you want to roll together.

Procedure

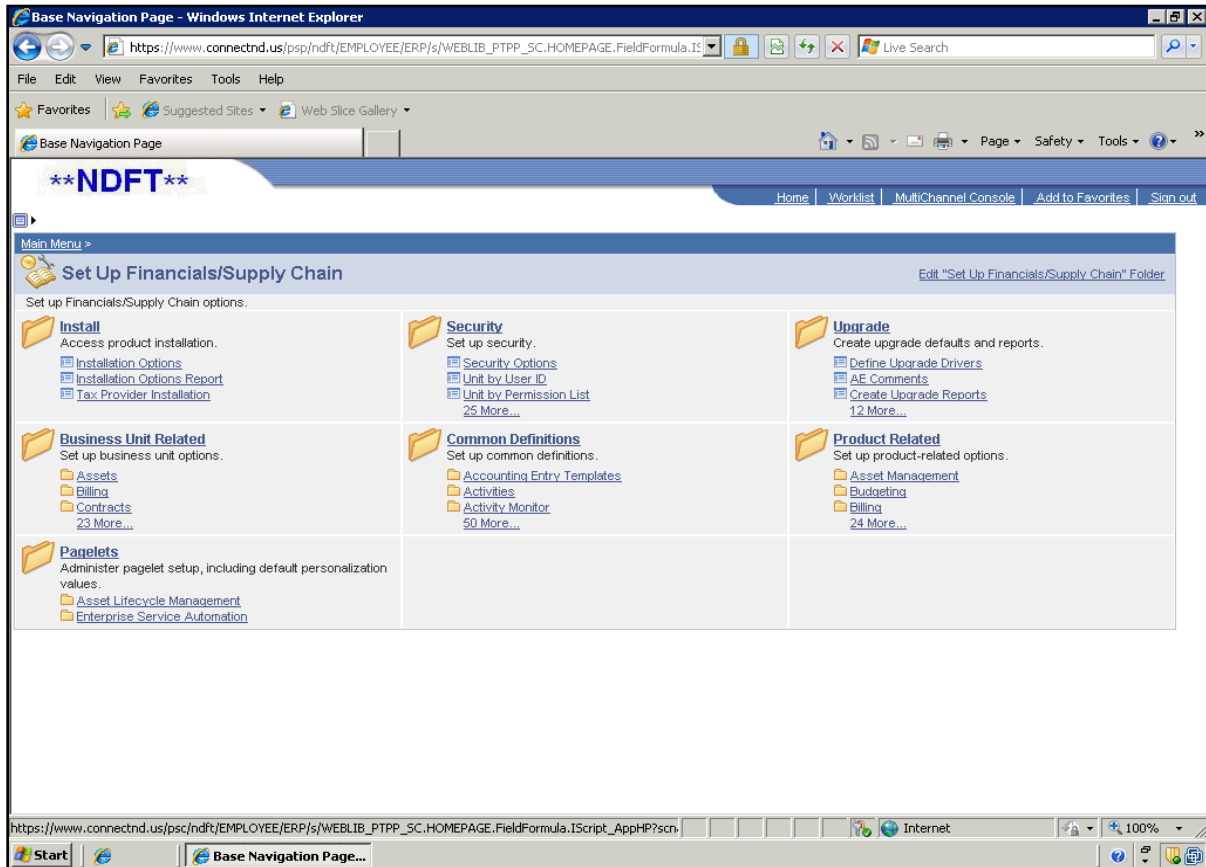
Using Project Types is a way to group like projects together and can be used with any project.





Training Guide Module 10 – Project Costing

Step	Action
1.	Click the Set Up Financials/Supply Chain link. ▶ Set Up Financials/Supply Chain



Step	Action
2.	Click the Product Related link. Product Related
3.	Click the Project Costing link. Project Costing
4.	Click the Project Options link. Project Options
5.	Click the Project Types link. Project Types

Training Guide

Module 10 – Project Costing



Step	Action
6.	Click the Add a New Value tab. Add a New Value
7.	Fill in the name of your Project Type, up to 5 characters, alpha and/or numeric. Enter the desired information into the Project Type field. Enter " Test1 ".
8.	Click the Add button. Add
9.	Fill in the Effective Date as desired.
10.	Status defaults to Active. Note: If you want to inactivate it later, this is the screen you would go to. Use the Plus (+) button to change your status to Inactive and the date to Inactivate.



Training Guide Module 10 – Project Costing

Project Types - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/STRUCTURE_PROJECTS.PROJ_TYPE.GBL?POF

File Edit View Favorites Tools Help

Project Types

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Project Types

SetID: 11000 Project Type: TEST1

Project Type Find | View All First 1 of 1 Last

*Effective Date: 05/01/2010 *Status: Active

*Description:


☐ Use Status Path
☐ Auto Review for Billing

Rates by Unit View All First 1 of 1 Last

*Business Unit	*Rate Selection	Rate Set
	Rate Set	

[Return to Project Options](#)

Save Notify Refresh Add Update/Display Include History Correct History

Step	Action
11.	Enter the desired information into the Description field. Enter " UPK Testing ".
12.	Click the Save button. 
13.	This topic showed how to Create Project Types. End of Procedure.

Training Guide

Module 10 – Project Costing



ST 10.1.6 - Add Projects to My Projects

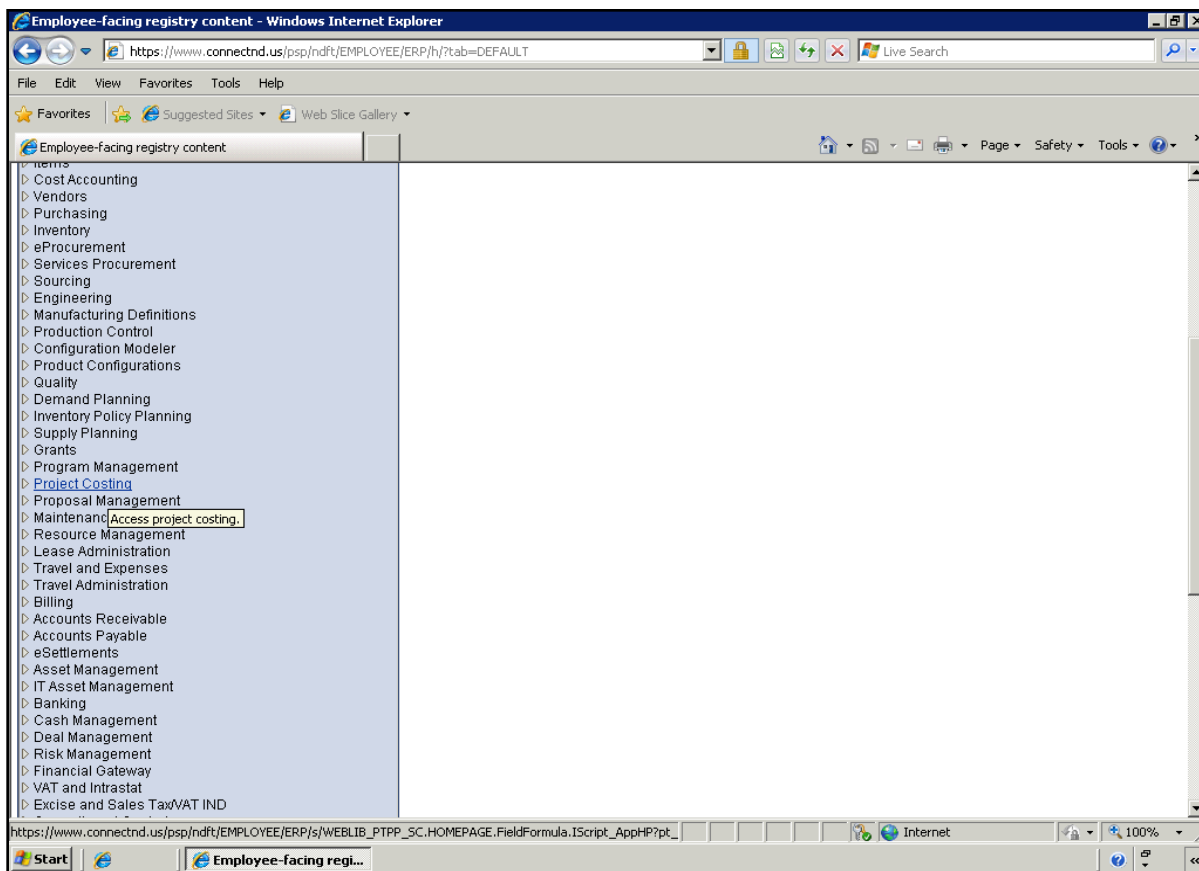
Add Projects to My Projects

Navigation: Project Costing > Project Definitions > General Information

My Projects is a shortcut if you have certain projects in your agency that you maintain or need to look up frequently. You would only pull up the projects you have added to your project list, rather than all the projects for your agency. You need to add a project to My Projects to be able to pull it up under the My Projects page.

Procedure

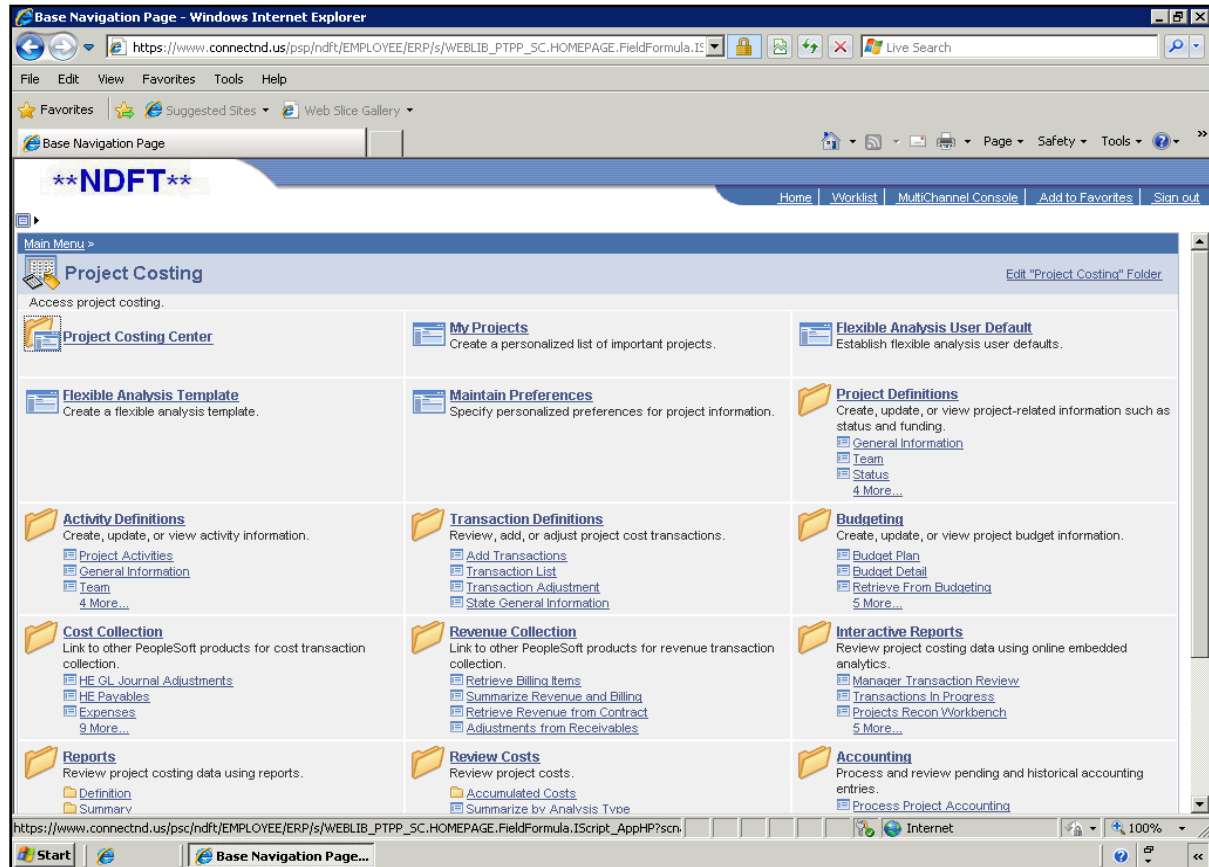
My Projects is a shortcut to look up projects. This topic will show how to Add Projects to My Projects.





Training Guide Module 10 – Project Costing

Step	Action
1.	Click the Project Costing link. ▶ Project Costing



Step	Action
2.	Click the Project Definitions link. Project Definitions
3.	Click the General Information link. General Information

Training Guide

Module 10 – Project Costing



General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Business Unit: = 11 000

Project: begins with

Description: begins with

Program: = Detail Project

Processing Status: =

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

Step	Action
4.	Enter the desired information into the Project field. Enter " Test2010 ".
5.	Click the Search button. <div>Search</div>



Training Guide Module 10 – Project Costing

General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

General Information Project Costing Definition Manager Location Phases Approval Justification User Fields

Project: TEST2010 Add to My Projects

*Description: Testing ☐ Program Processing Status: Active

*Integration: 11000 OMB Integration Project Status: Closed

Project Type: 02 Facility

Percent Complete: 0.00 As Of:

Project Health: As Of:

Project Schedule

*Start Date: 04/01/2010 *End Date: 04/23/2010 Additional Dates


Description Find View All First 1 of 1 Last

Date/Time Stamp: 06/07/10 3:44:20PM User ID: RRIDL@ND.GOV

Description:

Long Description:

Save as Template Copy Project

Step	Action
6.	Click the Add to My Projects button. 

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Module 10 – Project Costing



General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

General Information Project Costing Definition Manager Location Phases Approval Justification User Fields

Project: TEST2010 Add to My Projects

*Description: Testing

*Integration: 11000 OMB Integration

Project Type: 02 Facility

Percent Complete: 0.00

Project Health: As Of:

Processing Status: Active

Message from webpage

Project added to My Projects List. (13100,77)

Current Project has been added to My Projects List.

OK

Project Schedule

*Start Date: 04/01/2010 *End Date: 04/23/2010 Additional Dates


Description Find View All First 1 of 1 Last

Date/Time Stamp: 06/07/10 3:44:20PM User ID: RRIDL@ND.GOV

Description:

Long Description:

Save as Template Copy Project

Step	Action
7.	Click the OK button. 
8.	This topic showed how to Add Projects to My Projects. End of Procedure.



Training Guide

Module 10 – Project Costing

ST 10.1.7 - View My Projects

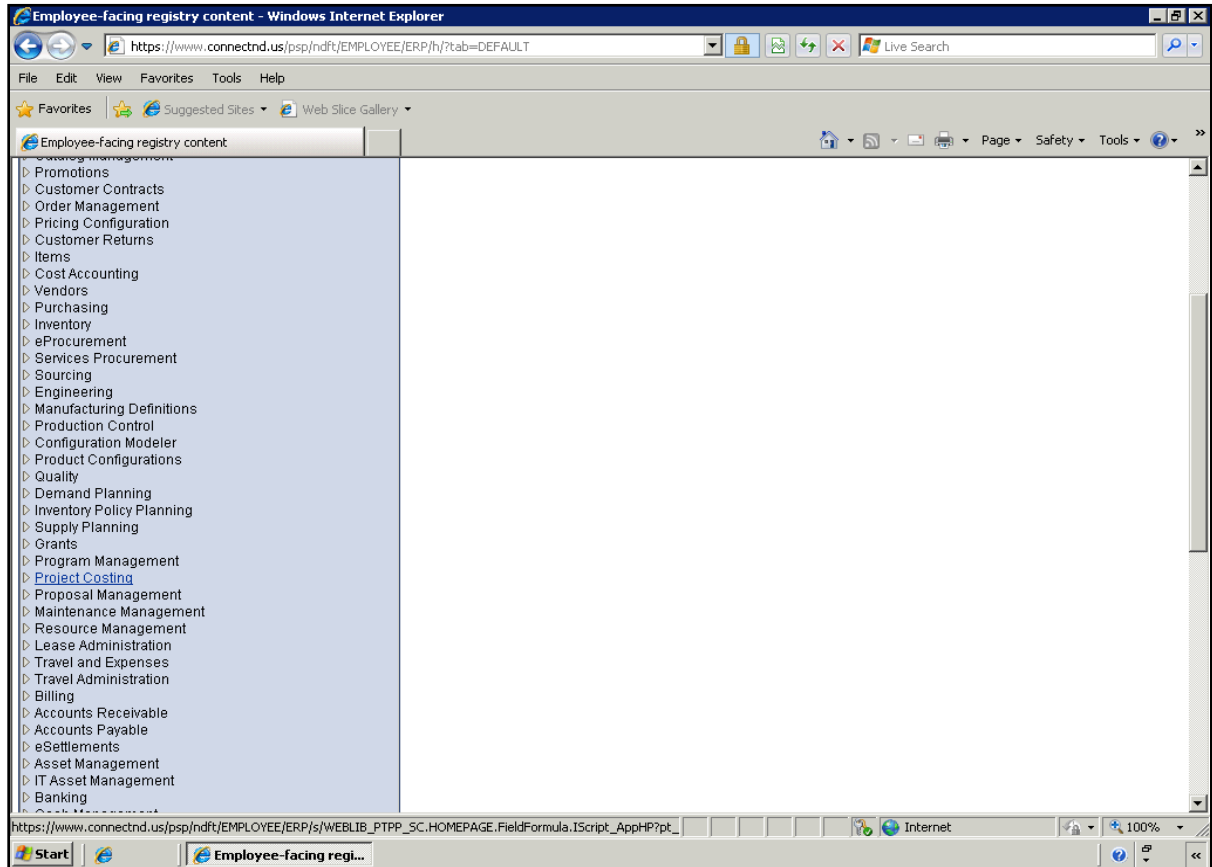
View My Projects


Navigation: Project Costing > My Projects

View My Projects allows you to pull up only the projects you have chosen to be in your My Projects page.

Procedure

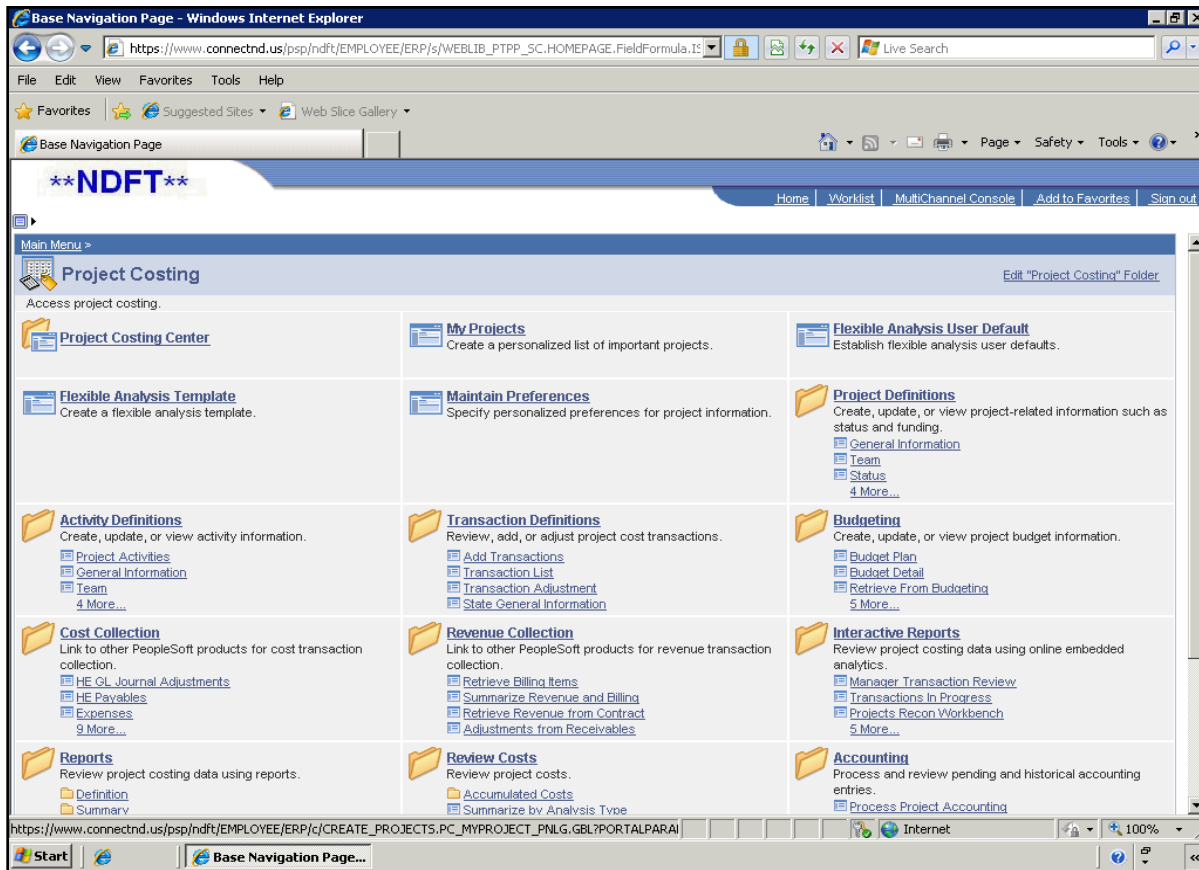
This topic shows how to View My Projects.



Step	Action
1.	Click the Project Costing link. 

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Module 10 – Project Costing



Step	Action
2.	Click the My Projects link. My Projects
3.	The projects that were added to My Projects will display and you can select the hyperlink for the project you wish to view.
4.	This topic showed how to View My Projects. End of Procedure.



ST Lesson 10.2 - Project Templates

Project Templates

If many of your agency's projects are similar, you may want to create a project template or templates to use when you need to add new projects.

ST 10.2.1 - Create Template from General Information

Create Template from General Information

Navigation: [Project Costing > Project Definitions > General Information](#)

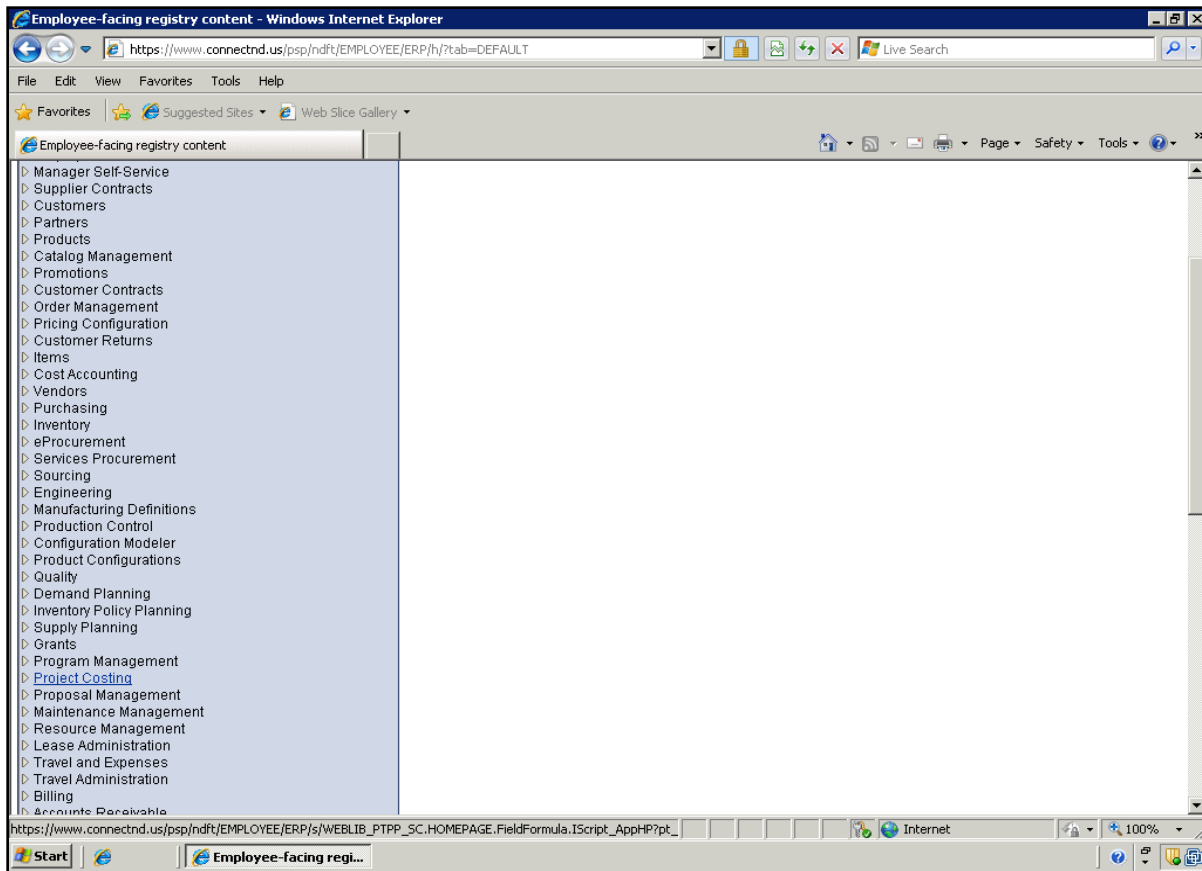
You can create a project template from the same page you would create a new project; however just select a project template to create.

Procedure

This topic shows how to Create a Template from General Information.

Training Guide

Module 10 – Project Costing

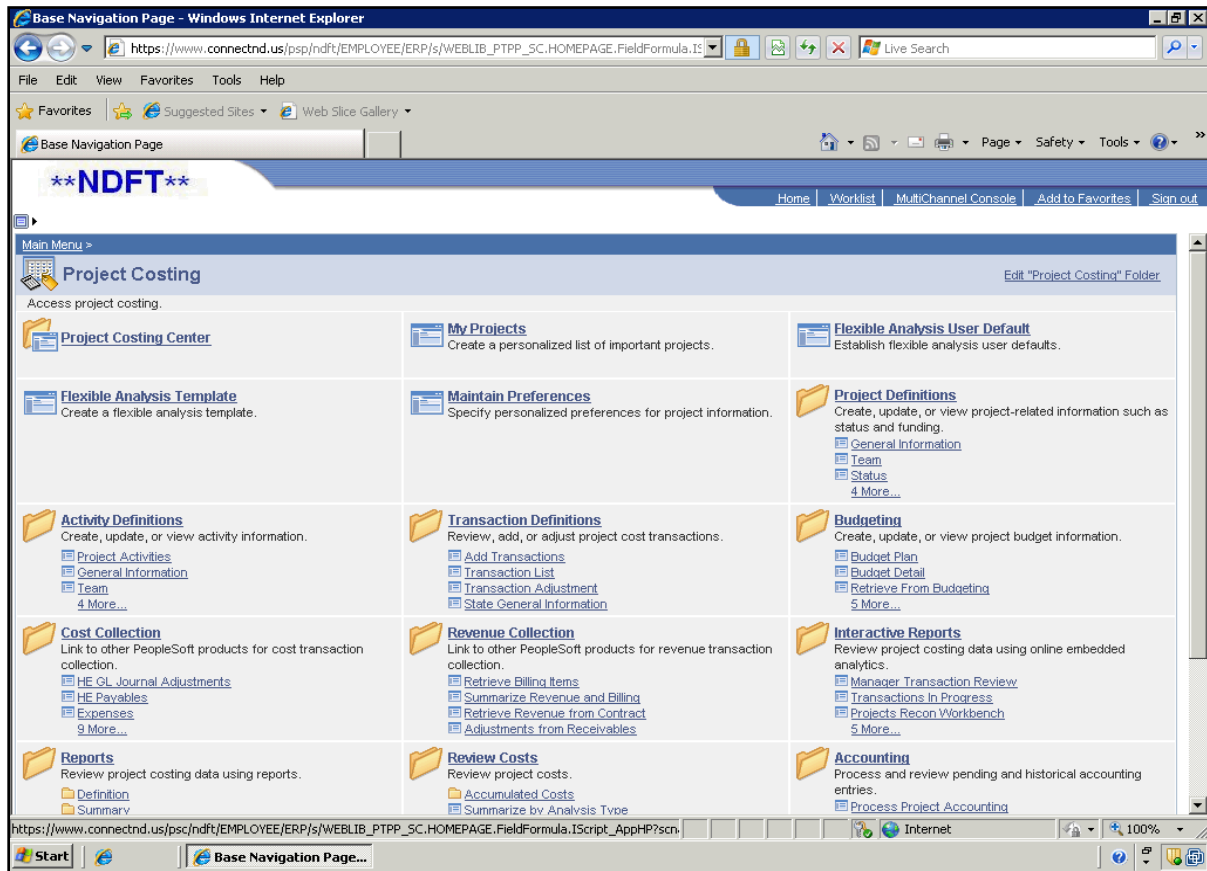


Step	Action
1.	Click the Project Costing link. ▶ Project Costing



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Module 10 – Project Costing



Step	Action
2.	Click the Project Definitions link. Project Definitions
3.	Click the General Information link. General Information

Training Guide

Module 10 – Project Costing



General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Business Unit: = 11000

Project: begins with

Description: begins with

Program: = Detail Project

Processing Status: =

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

javascript:submitAction_win0(document.win0,'#ICSwitchMode');

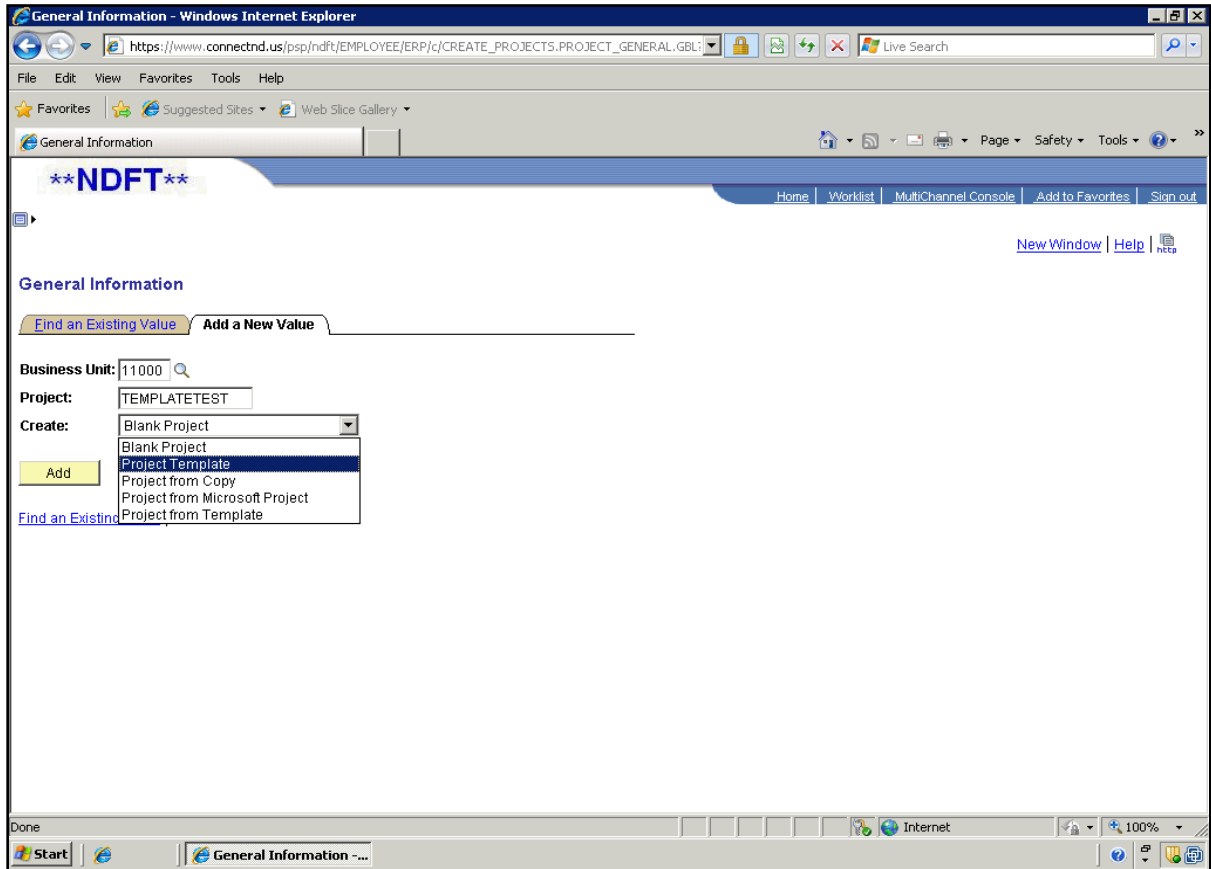
Start General Information ...

Step	Action
4.	Click the Add a New Value tab. Add a New Value
5.	Enter the desired information into the Project field. Enter " TemplateTest ".



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Module 10 – Project Costing



Step	Action
6.	Click the Project Template list item. Project Template

Training Guide

Module 10 – Project Costing



General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

General Information

Find an Existing Value Add a New Value

Business Unit: 11000

Project: TEMPLATETEST

Create: Project Template

Add

Find an Existing Value Add a New Value

Done

Start General Information -...

Internet 100%

Step	Action
7.	Click the Add button. <div>Add</div>



Training Guide Module 10 – Project Costing

General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

General Information Project Costing Definition Manager Location Phases Approval Justification User Fields

Project: TEMPLATETEST Add to My Projects

Description: Processing Status: Template

Integration: 11000 OMB Integration Public Private

Project Type: Project Status: Approved

Project Schedule

Start Date: 06/03/2010 End Date: 06/03/2010



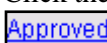
Description Find View All First 1 of 1 Last

Date/Time Stamp: 06/03/10 1:30:46PM User ID: RRIDL@ND.GOV

Description:

Go To: Return to Project Definitions


Save Refresh Add Update/Display Include History Correct History

Step	Action
8.	Enter the desired information into the Description field. Enter " Use for Template ".
9.	If you want the approval date of the Template to be different than the default date of the day entered, you must change the Start Date under Project Schedule. Enter the desired information into the Start Date field. Enter " 04/01/2010 ".
10.	The Public option will allow anyone in your agency that has access to Projects to use this template. The Private option will allow only the person setting up the template to use it. Click the Public option.  Public
11.	Click the Project Status button. 
12.	Click the Approved link. 

Training Guide

Module 10 – Project Costing





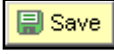
Step	Action
13.	The Processing Status remains Template. A Template project cannot be used with transactions. Click the Save button. 
14.	After approved in Project Status, the look up will disappear.
15.	Click on Project Activities to add the activities you want in the template. Click the Project Activities link. Project Activities

Step	Action
16.	Enter the desired information into the Activity Name field. Enter " Admin ".
17.	Enter the desired information into the Activity, Start Date and End Date fields.



Training Guide

Module 10 – Project Costing

Step	Action
18.	You can add more activities to the template by adding rows. Click the ScheduleDetailsUser Fields option. 
19.	Enter the desired information into the Number Rows field. Enter " 2 ".
20.	Click the Add button. 
21.	Enter the desired information into the Activity Name field. Enter " Grants to Schools ".
22.	Enter the desired information into the Activity field. Enter " 02 ".
23.	Enter the desired information into the Start Date field. Enter " 04/26/2010 ".
24.	Enter the desired information into the End Date field. Enter " 04/26/2010 ".
25.	Enter the desired information into the Activity Name field. Enter " Grants to Counties ".
26.	Enter the desired information into the Activity field. Enter " 03 ".
27.	Enter the desired information into the Start Date field. Enter " 04/26/2010 ".
28.	Enter the desired information into the End Date field. Enter " 04/26/2010 ".
29.	Click the Save button. 
30.	This topic showed how to Create a Template from General Information. End of Procedure.



ST 10.2.2 - Create Template from Existing Project

Create Template from Existing Project

[Project Costing > Project Definitions > General Information](#)

If you have an existing project that you would like to pattern a template after, you can find that project and create a template from the General Information page of that existing project.

To print this topic, click on the hyperlink below:

<http://www.nd.gov/fiscal/accounting/manuals> (<http://www.nd.gov/fiscal/accounting/manuals>)

Created: 06/01/2010

Revised:

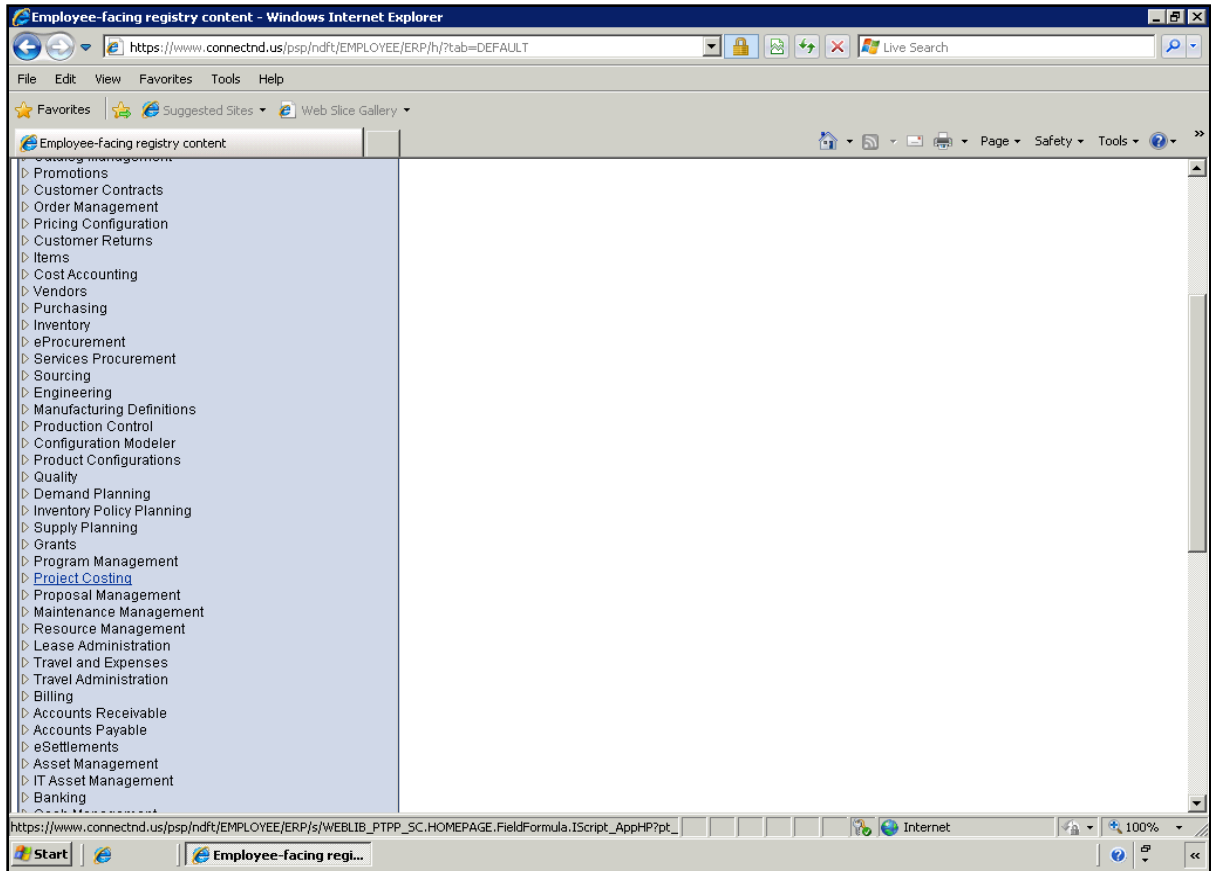
Procedure

A template can be patterned from an existing project. This topic shows how to Create a Template from an Existing Project.



Training Guide

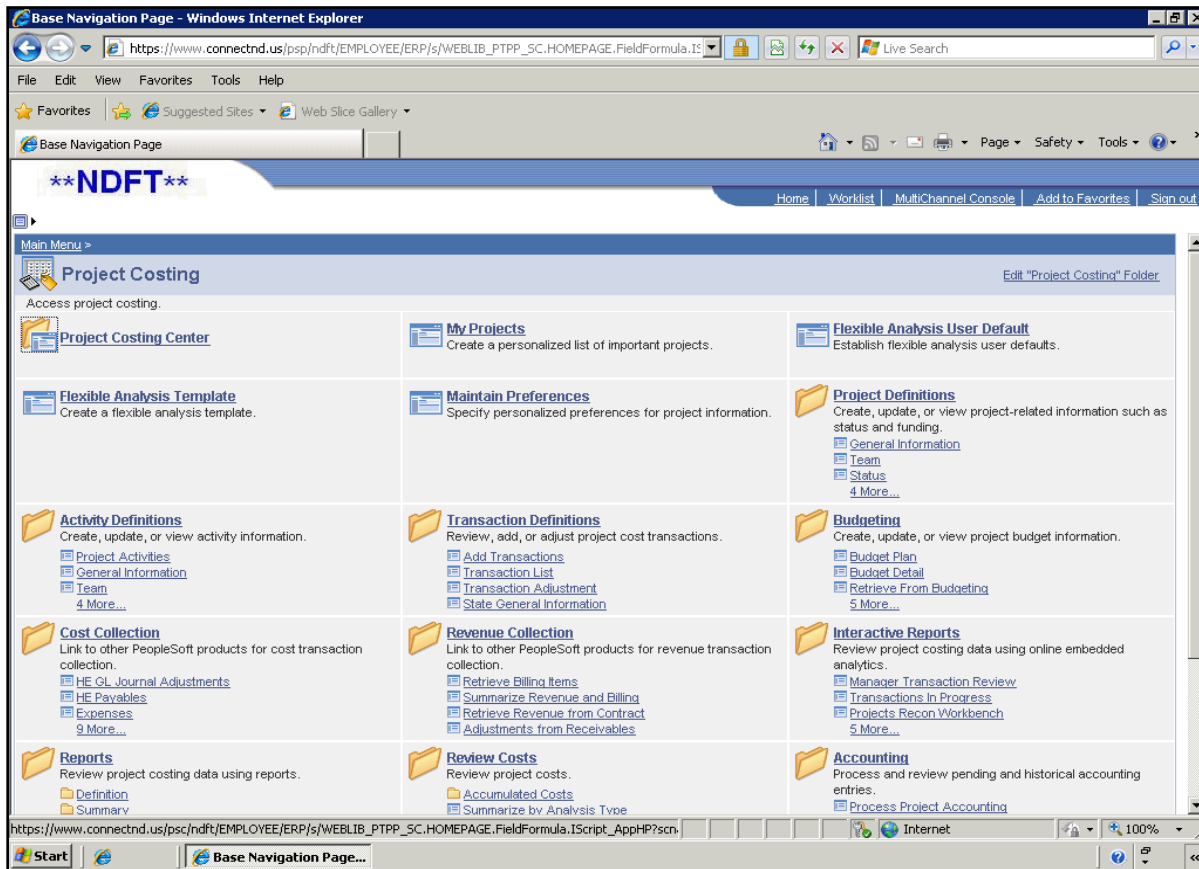
Module 10 – Project Costing



Step	Action
1.	Click the Project Costing link. ▶ Project Costing

Training Guide

Module 10 – Project Costing



Step	Action
2.	Click the Project Definitions link. Project Definitions
3.	Click the General Information link. General Information



Training Guide

Module 10 – Project Costing

General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Business Unit: = 11000

Project: begins with

Description: begins with



Program: = Detail Project

Processing Status: =

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

Step	Action
4.	Click the Search button. 
5.	Scroll the Search button to display additional information.
6.	Click the APRILCOPY link. 

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Module 10 – Project Costing



General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Project: APRILCOPY [Add to My Projects](#)

*Description: ☐ Program Processing Status: Active

*Integration: OMB Integration Project Status: [Approved](#)

Project Type:

Percent Complete: As Of:

Project Health: As Of:

Project Schedule

*Start Date: *End Date: [Additional Dates](#)

Description Find | View All First 1 of 1 Last

Date/Time Stamp: 06/03/10 1:58:54PM User ID: RRIDL@ND.GOV

Description:

Long Description:

[Save as Template](#) [Copy Project](#)

Go To: [My Projects](#) [Project Valuation](#) [Project Team](#) [Project Activities](#) [More](#)

[Return to Project Definitions](#)

Step	Action
7.	Click the Save as Template button.
	Save as Template



Training Guide Module 10 – Project Costing

General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Save as Template

Project Business Unit: 11000 Description: Office of Management and Bdgt

Project: APRILCOPY Description: Testing For UPK set up

Project Template

*Project Template Name:

☒ Private

☐ Public

Save Cancel

[Return to General Information](#)

Step	Action
8.	<p>Name the Project Template and select Private or Public. Private will allow only the person setting up the template to use it. Public allows anyone in the agency that has access to projects to use it.</p> <p>Enter the desired information into the Project Template Name field. Enter "TemplateTraining3".</p>
9.	<p>Click the Public option.</p> <p><input type="radio"/> Public</p>
10.	<p>Click the Save button.</p> <p>Save</p>
11.	<p>Make sure Start Date is the correct date you want to have this template available. Then click on the Project Status Look Up and change the status from Proposed to Approved.</p> <p>Note: Processing Status will remain Template. A Processing Status of Template will prevent this project template from being used with transactions.</p>

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Module 10 – Project Costing



General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

General Information Project Costing Definition Manager Location Phases Approval Justification User Fields

Project: TEMPLATETRAININ Add to My Projects

*Description: Testing For UPK set up Processing Status: Template

*Integration: 11000 OMB Integration Public Private

Project Type: Project Status: P Proposed

Project Schedule

*Start Date: 04/01/2010 *End Date: 04/18/2010

Description Find View All First 1 of 1 Last

Date/Time Stamp: 06/03/10 2:10:16PM User ID: RRIDL@ND.GOV




Description:

Go To: My Projects Project Valuation Project Team Project Activities More

Save Return to Search Refresh Add Update/Display Include History Correct History

javascript:submitAction_win0(document.win0,'PC_WRK_PROJECT_STATUS\$prompt');

Start General Information - ...

Step	Action
12.	Click the Project Status look up. 
13.	Click the Approved link. 
14.	Click on the Project Activities link to verify the activities listed are what you want. You can delete and add any on this page if you need to. Click the Project Activities link. 



Training Guide Module 10 – Project Costing

General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Project Activities Gantt Chart

Project: TEMPLATETRAININ Description: Testing For UPK set up Processing Status: Template

Number Rows: 1 Expand: All Subtasks

Project Activities Customize Find View All First 1-2 of 2 Last

Schedule Details User Fields



WBS ID	Activity Name	Activity	Start Date	End Date
1	TEST	APRIL	04/01/2010	04/18/2010
2	TEST 2	APRIL2	04/01/2010	04/18/2010

Return to General Information

Save Return to Search Notify Refresh

javascript:submitAction_win0(document.win0,'PROJECT_ACTIVITIES\$tab38\$0');

Start General Information -...

Step	Action
15.	Click the Details tab. 
16.	Look in the Details tab and you will see that the Processing Status is Template. Any additions will also have a Template status.
17.	Click the Save button. 
18.	This topic showed how to Create a Template from an Existing Project. End of Procedure.

Training Guide

Module 10 – Project Costing



ST 10.2.3 - Create Project from Template

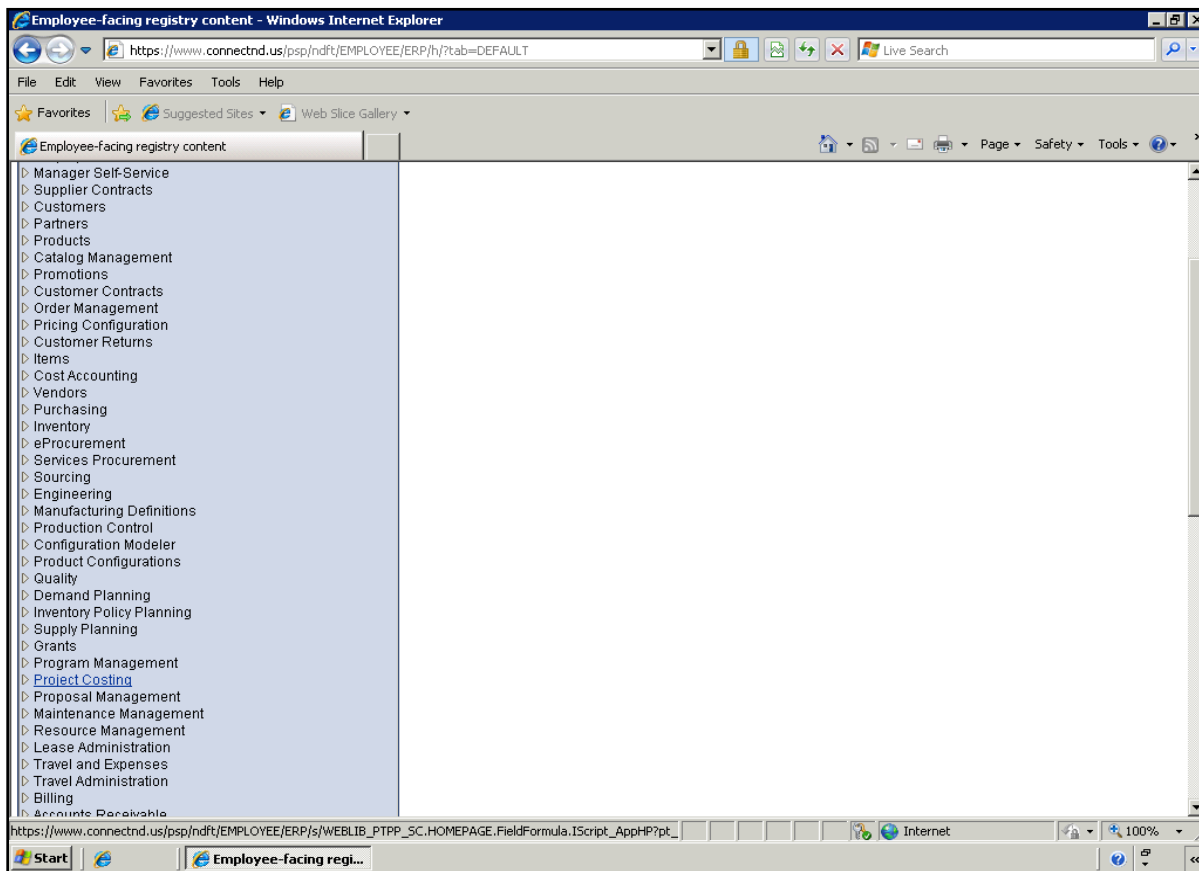
Create Project from Template

Navigation: Project Costing > Project Definition > General Information

If you have Project Templates set up, you can create a new project by using one of those templates rather than initially setting up the project.

Procedure

This topic shows how to Create a Project from Template.

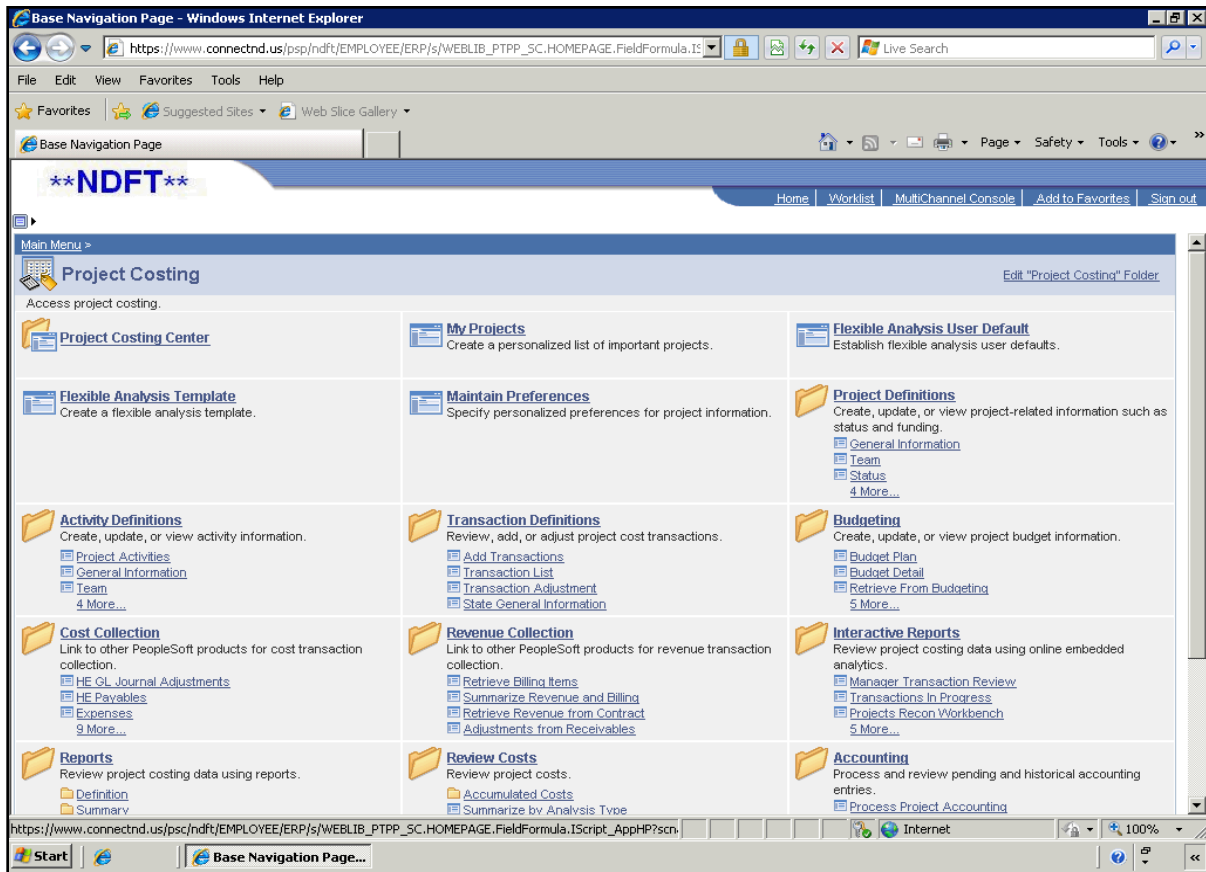


Step	Action
1.	Click the Project Costing link. ▶ Project Costing



Training Guide

Module 10 – Project Costing



Step	Action
2.	Click the Project Definitions link. Project Definitions
3.	Click the General Information link. General Information

Training Guide

Module 10 – Project Costing



General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

Home Worklist MultiChannel Console Add to Favorites Sign out

NDFT

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Business Unit: = 11000

Project: begins with

Description: begins with

Program: = Detail Project

Processing Status: =

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

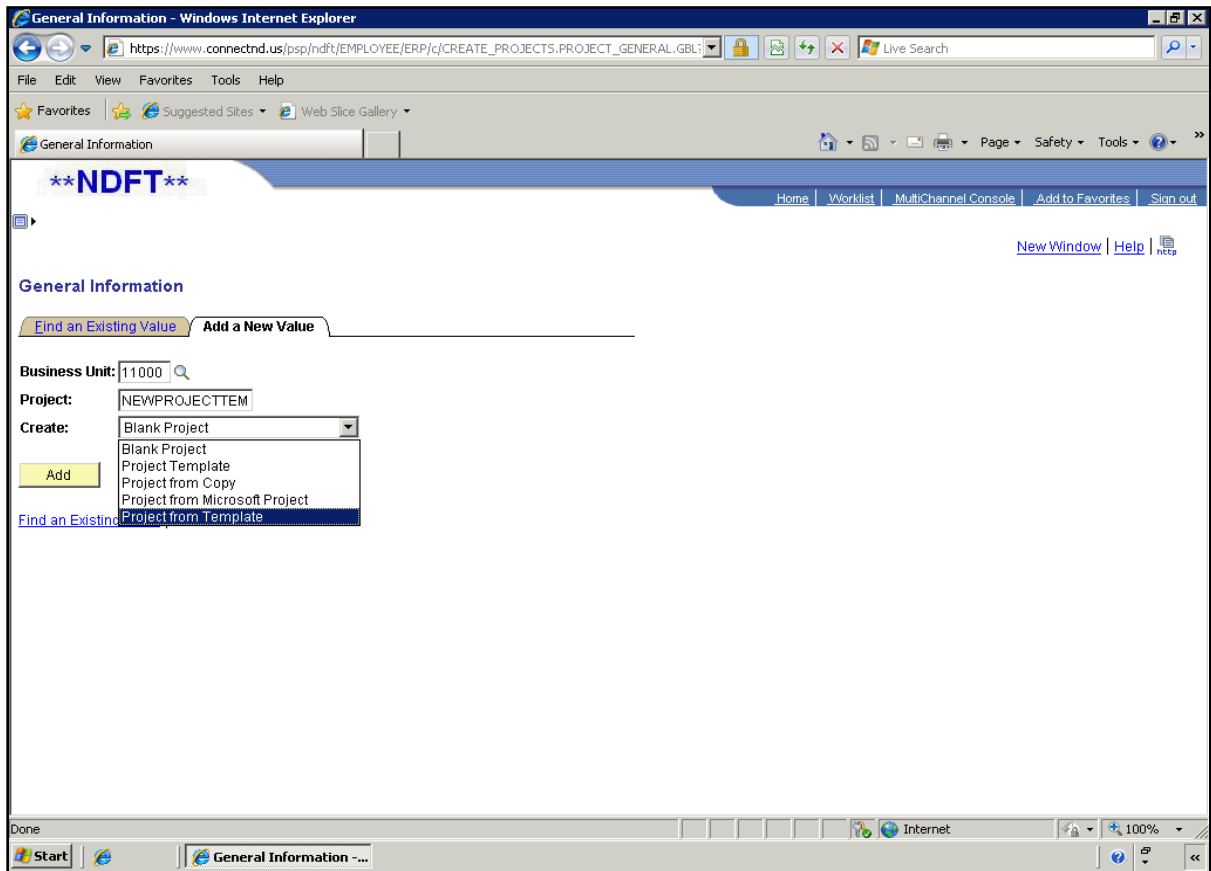
Find an Existing Value Add a New Value

Step	Action
4.	Click the Add a New Value tab. Add a New Value
5.	Name the project and select Project from Template in the look up. Enter the desired information into the Project field. Enter " NewProjectTem ".



Training Guide

Module 10 – Project Costing



Step	Action
6.	Click the Project from Template list item. Project from Template

Training Guide

Module 10 – Project Costing



General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndrt/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Create Project From Template

Project Business Unit: 11000 Description: Office of Management and Bdg

Project: NEWPROJECTTEM

Project

*Project Template:

*New Start Date:

Project Details to Include: ☒ Activities ☐ Budget Plan


☐ Project Resource



☐ Activity Resource

Create Cancel

javascript:submitAction_win0(document.win0,PC_TMPL_WK_PROJECT_ID\$7\$prompt);


Start General Information - ...

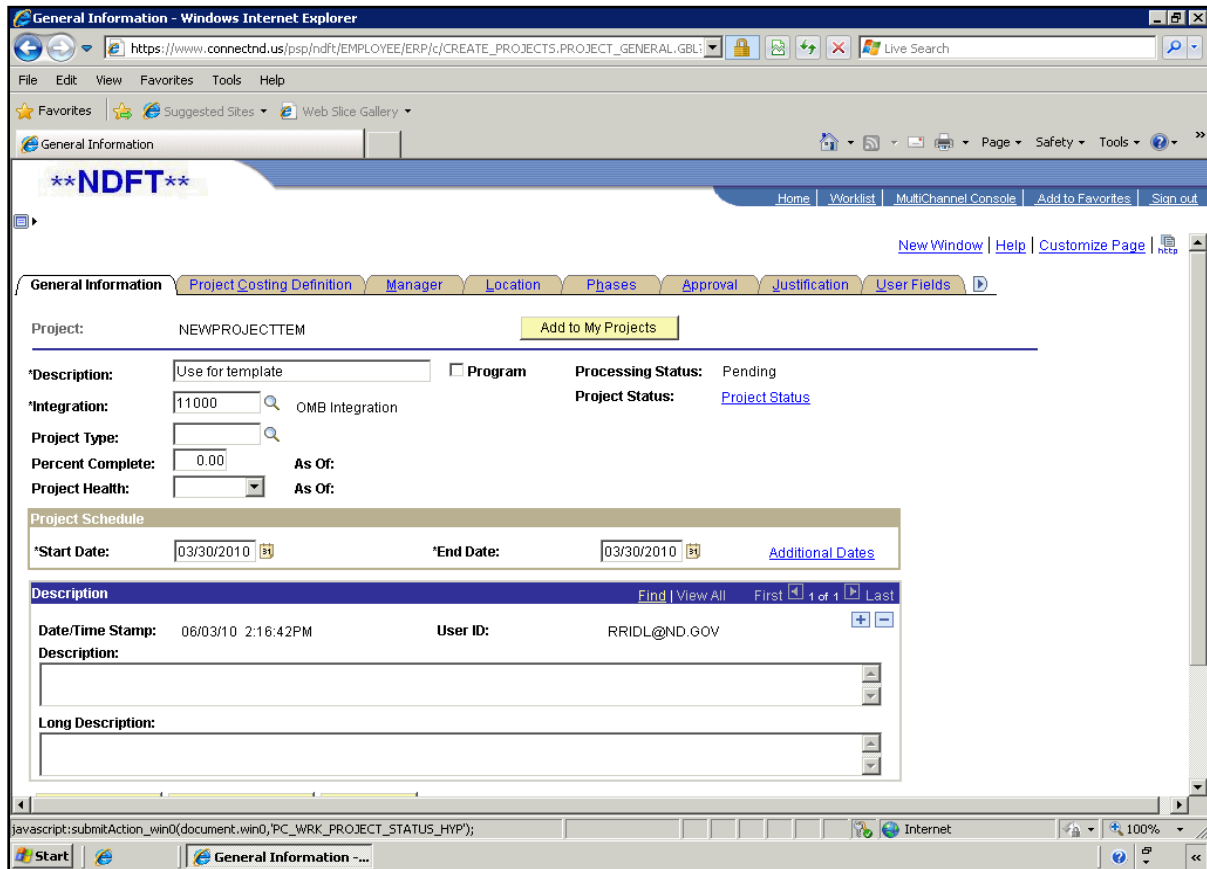
Step	Action
7.	Click the Add button. 

Step	Action
8.	Click the Look up (Alt+5) button. 
9.	Select the template you wish to create a project from. Click the TEMPLATEONE link. 
10.	Enter the desired information into the New Start Date field. Enter " 03/30/2010 ".



Training Guide Module 10 – Project Costing

Step	Action
11.	Activities is the <i>only</i> selection checked under the Project Details to Include.
12.	Click the Create button. 
13.	Notice the Processing Status is Pending . <u>You will not be able to use the project until you change the Project Status.</u>



General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFTE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page

General Information | **Project Costing Definition** | Manager | Location | Phases | Approval | Justification | User Fields

Project: NEWPROJECTTEM [Add to My Projects](#)

*Description: Use for template ☐ Program **Processing Status:** Pending
Project Status: [Project Status](#)

*Integration: 11000 OMB Integration

Project Type:

Percent Complete: 0.00 As Of:

Project Health: As Of:

Project Schedule

*Start Date: 03/30/2010 *End Date: 03/30/2010 [Additional Dates](#)

Description Find | View All First 1 of 1 Last

Date/Time Stamp: 06/03/10 2:16:42PM User ID: RRIDL@ND.GOV

Description:

Long Description:

javascript:submitAction_win0(document.win0,PC_WRK_PROJECT_STATUS_HYP);

Start General Information - ... Internet 100%

Step	Action
14.	Click the Project Status link. Project Status

Training Guide

Module 10 – Project Costing



General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Status

Project: NEWPROJECTTEM Description: Use for template

Project Status Find View All First 1 of 1 Last

Effective Date: 0 Sequence: 0

*Status:

Priority: 0

Interest Calculation Factor: 0.0

Comments:

[Return to General Information](#)

Save

Done

Start General Information - ...

Step	Action
15.	Enter the desired information into the Effective Date field. Enter " 03/28/2010 ".
16.	Click the Look up Status (Alt+5) button.
17.	Click the Approved link.
18.	Click the Save button.
19.	Click the Return to General Information link.
20.	Once you save your Project Status as <u>Approved</u> , the Processing Status will change to Active.



Training Guide Module 10 – Project Costing

General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Description: Use for template Program Processing Status: Active

Integration: 11000 OMB Integration Project Status: Approved

Project Type: Project Complete: 0.00 As Of: Project Health: As Of:

Project Schedule

Start Date: 03/30/2010 End Date: 03/30/2010 Additional Dates

Description Find View All First 1 of 1 Last

Date/Time Stamp: 06/03/10 2:17:34PM User ID: RRIDL@ND.GOV

Description:

Long Description:

Save as Template Copy Project

Go To: My Projects Project Valuation Project Team Project Activities More

Save Return to Search Refresh Add Update/Display Include History Correct History

javascript:submitAction_win0(document.win0,PC_CLIENT_WRK_PROJECT_ACT_LINK);

Start General Information - ...

Step	Action
21.	Click the Project Activities link. Project Activities
22.	Make sure the Activities are correct. Make any necessary changes at this point.

Training Guide

Module 10 – Project Costing



General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Project Activities Gantt Chart

Project: NEWPROJECTTEM Description: Use for template Processing Status: Active

Number Rows: 1 Expand: All Subtasks

Project Activities Customize Find View All First 1-3 of 3 Last

Schedule More Dates Details User Fields

WBS ID	Activity Name	Activity	Start Date	End Date	Percent Complete
1	Admin	01	03/30/2010	03/30/2010	0.00
2	Grants to Schools	02	03/30/2010	03/30/2010	0.00
3	Grants to Counties	03	03/30/2010	03/30/2010	0.00



Save as Template

Return to General Information

Save Return to Search Notify Refresh

javascript:submitAction_win0(document.win0,'PROJECT_ACTIVITIES\$tab38\$0');

Start General Information - ...

Step	Action
23.	Click the Details tab. 
24.	Make sure the Status of the Processes are <u>Active</u> .
25.	Click the Save button. 
26.	This topic showed how to Create a Project from Template. End of Procedure.



ST Lesson 10.3 - Activities

Activities

Activities are a way to track costs within a project that need to be accounted for separately. *At least one activity is needed for a project as transactions are all recorded under an activity for a project.*

Activities that are created under a project do not require unique ID's or descriptions for every project. The same activity ID and description can be used in various projects.

ST 10.3.1 - Create Activities from Project Page

Create Activities

Navigation: [Project Costing > General Information](#)

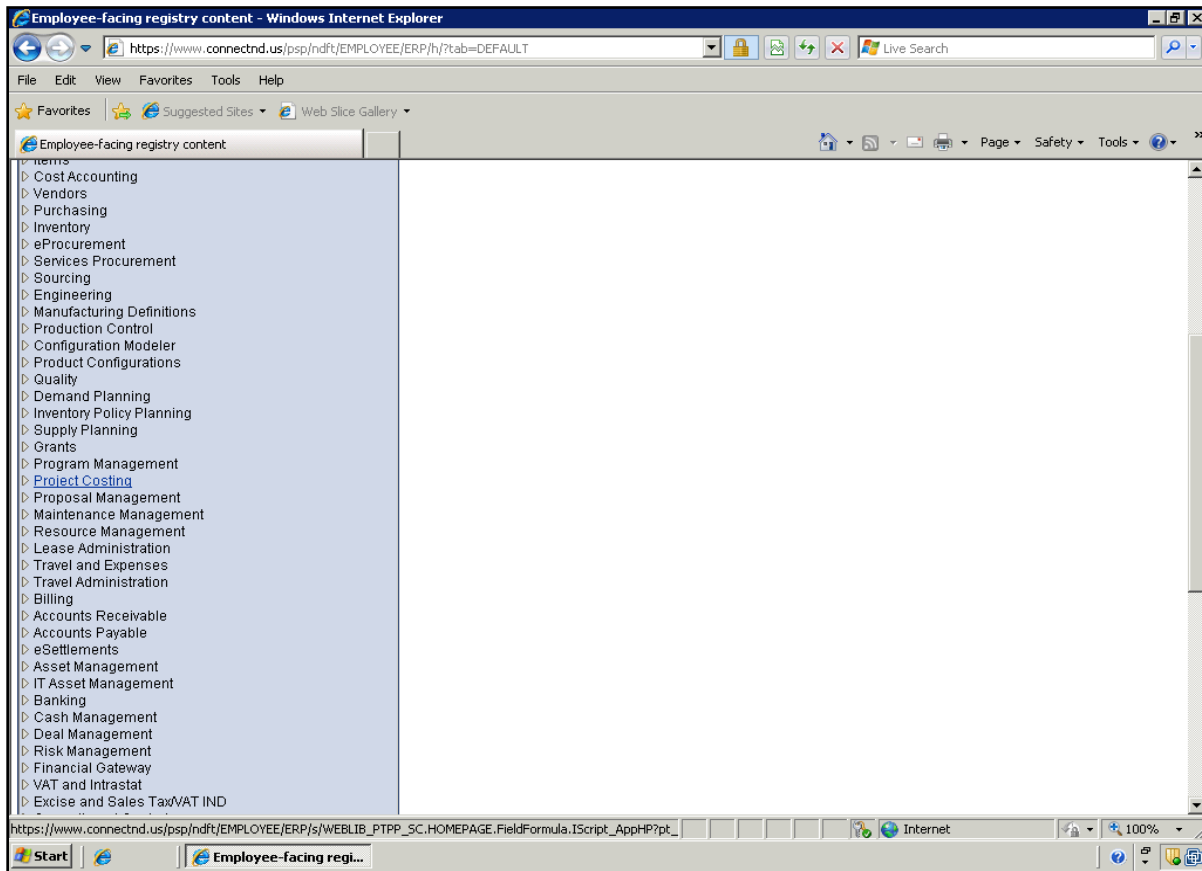
You can create activities when setting up a project or add activities to an existing project.

Procedure

You need at least one activity for a project as transactions are all recorded under an activity for a project.

Training Guide

Module 10 – Project Costing

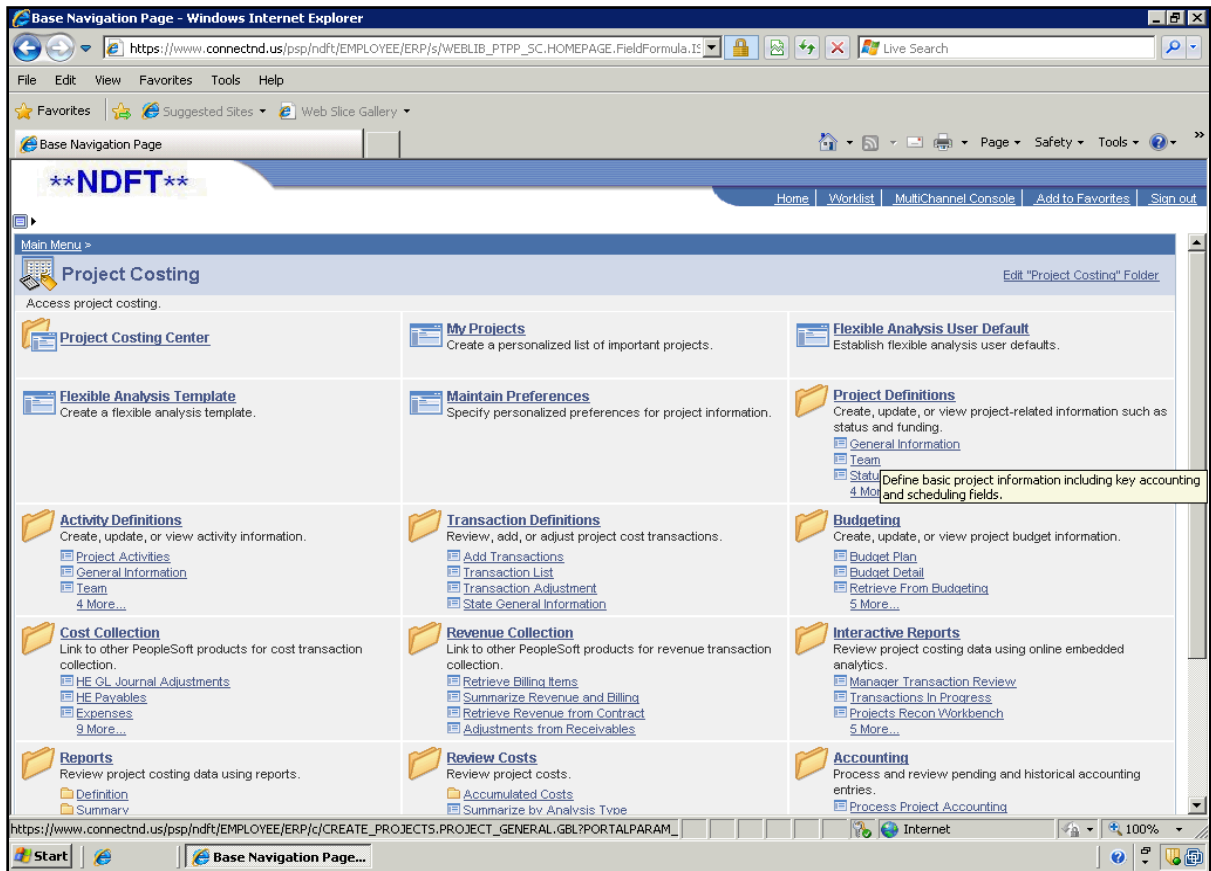


Step	Action
1.	Click the Project Costing link. ▶ Project Costing



Training Guide

Module 10 – Project Costing

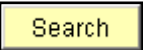


Step	Action
2.	Click the General Information link. General Information

Training Guide

Module 10 – Project Costing



Step	Action
3.	Look up the project to which you would like to add activities. Enter the desired information into the Project field. Enter " training ".
4.	Click the Search button. 



Training Guide

Module 10 – Project Costing

General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Menu

- Project Definitions
 - General Information
 - Team
 - Status
 - Organization
 - Projects List
 - Project Initiation Checklist
 - Project Milestones
- Activity Definitions
 - Transaction Definitions
 - Budgeting
 - Cost Collection
 - Revenue Collection
 - Interactive Reports
 - Reports
 - Review Costs
 - Accounting
 - Assets
 - Third Party Integration
 - Utilities
 - Project Costing Center
 - My Projects
 - Flexible Analysis User Default
 - Flexible Analysis Template
 - Maintain Preferences
- Proposal Management
- Maintenance Management
- Resource Management
- Lease Administration
- Travel and Expenses
- Travel Administration
- Billing

Project Type: TEST testing

Percent Complete: 0.00 As Of:

Project Health: As Of:

Project Schedule

*Start Date: 05/01/2010 *End Date: 05/04/2010 Additional Dates

Description Find | View All First 1 of 1 Last

Date/Time Stamp: 05/05/10 9:09:26AM User ID: RRIDL@ND.GOV

Description:

Long Description:

Save as Template Copy Project

Go To: My Projects Project Valuation Project Team Project Activities More

Return to Project Costing

Save Return to Search Refresh Add Update/Display Include History Co

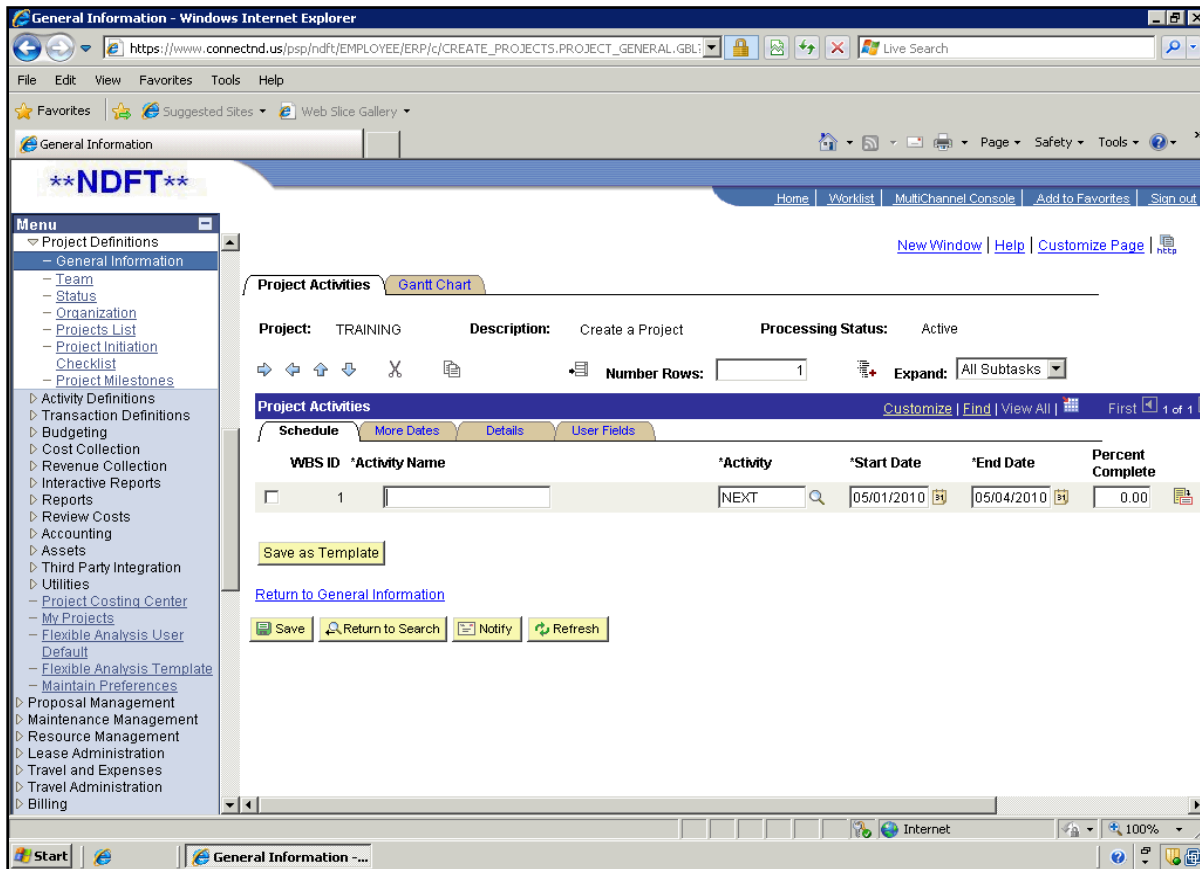
javascript:submitAction_win0(document.win0,PC_ICLIENT_WRK_PROJECT_ACT_LINK);



Start General Information ...

Step	Action
5.	Click the Project Activities link. Project Activities

Training Guide

Module 10 – Project Costing








Step	Action
6.	Name the activity (name is the description) and give the Activity an ID (01 in example). The Activity ID can be up to 15 characters alpha and /or numeric. The start date of the activities cannot be prior to the start date of the project. Enter the desired information into the Activity Name field. Enter " Test ".
7.	Enter the desired information into the Activity field. Enter " 01 ".
8.	Click the Save button. 
9.	Additional activities can be added by selecting the checkbox. Click the ScheduleMore DatesDetailsUser Fields option. 
10.	You can add rows before or after you fill in the information for the first activity. Enter the desired information into the Number Rows field. Enter " 2 ".



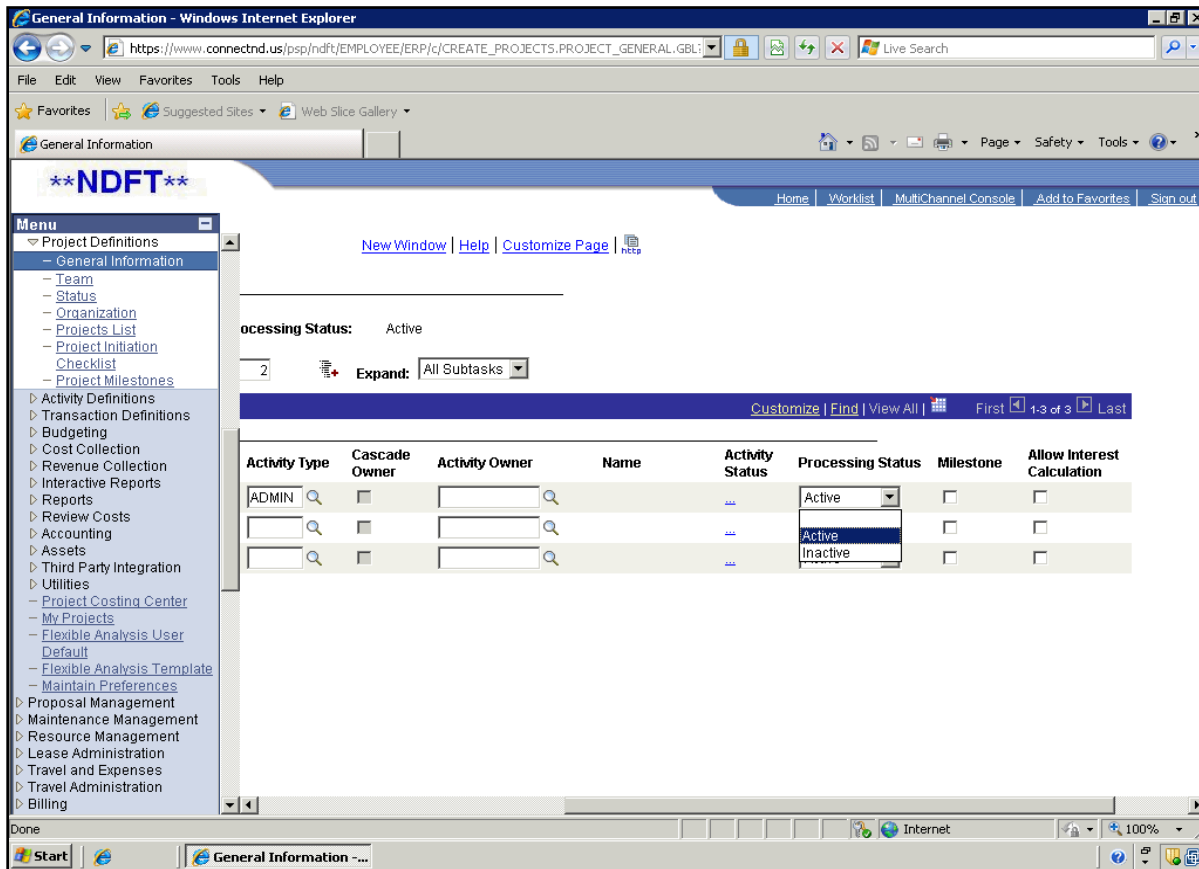
Training Guide

Module 10 – Project Costing

Step	Action
11.	Click the Add button. 
12.	Enter the desired information into the Activity Name field. Enter " Test1 ".
13.	Enter the desired information into the Activity field. Enter " 02 ".
14.	Enter the desired information into the Activity Name field. Enter " Test2 ".
15.	Enter the desired information into the Activity field. Enter " 03 ".
16.	Click the Save button. 
17.	Click the Details tab. 
18.	If your agency uses Activity Types you would select the Activity Type on this page. Activity Type is a roll up for individual activities. Click the Look up Activity Type (Alt+5) button. 
19.	Click the ADMIN link. 

Training Guide

Module 10 – Project Costing



Step	Action
20.	<p>Select the status you want. If you would need to change the status in the future this is where it would be changed. The status of an activity changes immediately.</p> <p>Click the Active list item.</p> <p>Active</p>



Training Guide

Module 10 – Project Costing

General Information - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PROJECT_GENERAL.GBL

File Edit View Favorites Tools Help

General Information

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Menu

- Project Definitions
 - General Information
 - Team
 - Status
 - Organization
 - Projects List
 - Project Initiation Checklist
 - Project Milestones
- Activity Definitions
- Transaction Definitions
- Budgeting
- Cost Collection
- Revenue Collection
- Interactive Reports
- Reports
- Review Costs
- Accounting
- Assets
- Third Party Integration
- Utilities
- Project Costing Center
- My Projects
- Flexible Analysis User Default
- Flexible Analysis Template
- Maintain Preferences
- Proposal Management
- Maintenance Management
- Resource Management
- Lease Administration
- Travel and Expenses
- Travel Administration
- Billing

Project Activities Gantt Chart

Project: TRAINING Description: Create a Project Processing Status: Active

Number Rows: 2 Expand: All Subtasks

Project Activities



Schedule More Dates Details User Fields

WBS ID	*Activity Name	Activity Type	Cascade Owner	Activity Owner	Name
<input checked="" type="checkbox"/> 1	Test	ADMIN	<input type="checkbox"/>		
<input type="checkbox"/> 2	Test1		<input type="checkbox"/>		
<input type="checkbox"/> 3	Test2		<input type="checkbox"/>		

Save as Template

Return to General Information

Save Return to Search Notify Refresh

Step	Action
21.	Click the Save button. 
22.	Click the Return to Search button. 
23.	This topic showed how to Create Activities from Project Page. End of Procedure.

Training Guide

Module 10 – Project Costing



ST 10.3.2 - Create Activities from Activity Definition

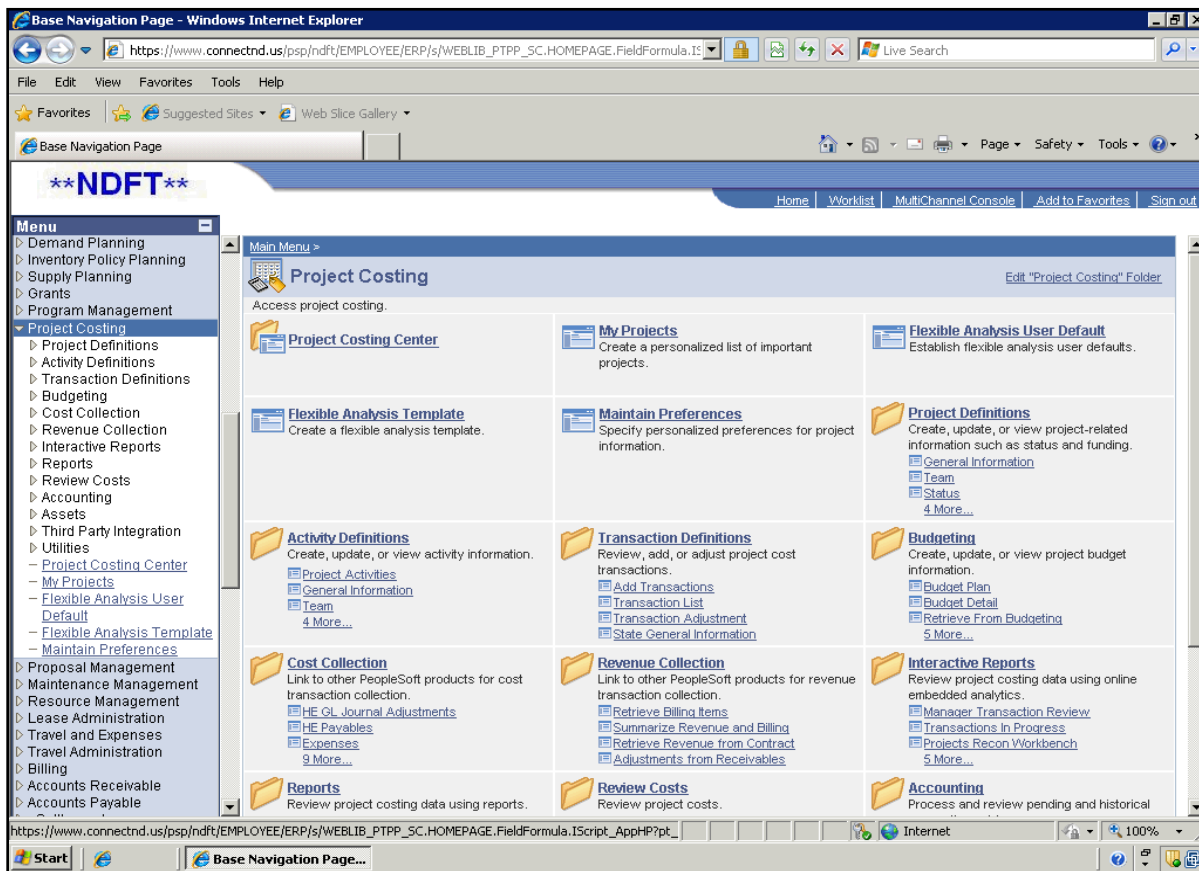
Create Activities from Activity Definition


Navigation: Project Costing > Activity Definitions > Project Activities

Create activities in an existing project with the look up bringing you directly to the activities page.

Procedure

You need at least one activity for a project as transactions are all recorded under an activity for a project.



Step	Action
1.	Click the Project Costing link. 



Training Guide Module 10 – Project Costing

Step	Action
2.	Click the Activity Definitions link. Activity Definitions
3.	Click the Project Activities link. Project Activities

Project Activities

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: [=] 11000

Project: [begins with]

Description: [begins with]

Processing Status: [=]

☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Step	Action
4.	Lookup the project to which you want to add activities. Enter the desired information into the Project field. Enter "T".
5.	Click the Search button. Search
6.	Click the TRAINING link. TRAINING

Training Guide

Module 10 – Project Costing



Project Activities - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PC_PROJ_ACTY_PNLG.GI

File Edit View Favorites Tools Help

Project Activities

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Project Activities Gantt Chart

Project: TRAINING Description: Create a Project Processing Status: Active

Number Rows: 1 Expand: All Subtasks

Project Activities Customize Find View All First 1-4 of 4 Last

Schedule More Dates Details User Fields

WBS ID	Activity Name	Activity	Start Date	End Date	Percent Complete
<input type="checkbox"/> 1	Test	01	05/01/2010	05/04/2010	0.00
<input type="checkbox"/> 2	Test1	02	05/01/2010	05/04/2010	0.00
<input type="checkbox"/> 3	Test2	03	05/01/2010	05/04/2010	0.00
<input type="checkbox"/> 4	Test3	04	05/01/2010	05/04/2010	0.00




Save as Template


Save Return to Search Previous in List Next in List Notify Refresh

Step	Action
7.	Click the ScheduleMore DatesDetailsUser Fields checkbox. <input type="checkbox"/>
8.	Add the number of rows you wish to add. Enter the desired information into the Number Rows field. Enter "1".
9.	Click the Add button icon.
10.	Name the activity (name is the description) and give the Activity an ID (01 in example). The activity ID can be up to 15 characters alpha and/or numeric. The start date of the activities cannot be prior to the start date of the project. Enter the desired information into the Activity Name field. Enter "Test4".
11.	Enter the desired information into the Activity field. Enter "05".
12.	Click the Save button.



Training Guide Module 10 – Project Costing

Step	Action
13.	Click the Details tab. 
14.	You can select an Activity Type if your agency uses Activity Types. Activity Type is a roll up for individual activities. Click the Look up Activity Type (Alt+5) button. 
15.	Click the Administration link. 

Step	Action
16.	Select the Processing Status. A change to Processing Status is <u>immediate</u> . Click the Active list item. 

Training Guide

Module 10 – Project Costing



Project Activities - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PROJECTS.PC_PROJ_ACTY_PNL.GI

File Edit View Favorites Tools Help

Project Activities

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Project Activities Gantt Chart

Project: TRAINING Description: Create a Project Processing Status: Active

Number Rows: 1 Expand: All Subtasks

Project Activities Customize Find View



Schedule More Dates Details User Fields

WBS ID	*Activity Name	Activity Type	Cascade Owner	Activity Owner	Name	Activity Status	Processing Sta
<input type="checkbox"/> 1	Test	ADMIN	<input type="checkbox"/>			...	Active
<input type="checkbox"/> 2	Test1		<input type="checkbox"/>			...	Active
<input type="checkbox"/> 3	Test2		<input type="checkbox"/>			...	Active
<input type="checkbox"/> 4	Test3		<input type="checkbox"/>			...	Active
<input type="checkbox"/> 5	Test4	ADMIN	<input type="checkbox"/>			...	Active

Save as Template

Save Return to Search Notify Refresh

Start Project Activities - Wi... Internet 100%

Step	Action
17.	Click the Save button. 
18.	Click the Return to Search button. 
19.	This topic showed how to Create Activities from Activity Definition. End of Procedure.



ST 10.3.3 - Create Standard Activities

Create Standard Activities

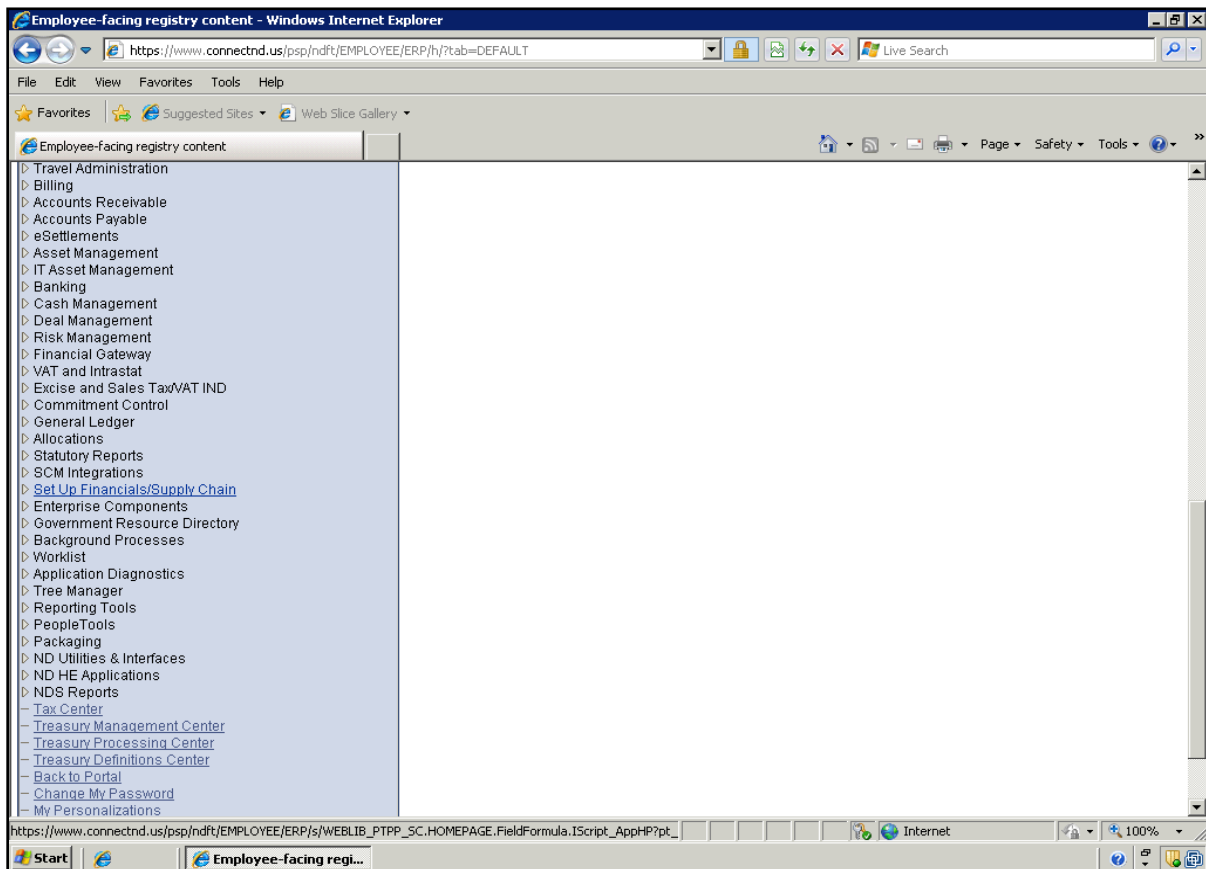
Navigation: Set Up Financials/Supply Chain > Common Definitions > Activities > Define Activities

Standard activities are activities that numerous projects have in common. They can be set up so when adding activities to a project, the activity and description can be looked up and used rather than typed into the activity ID and description space.

If you use standard activities for a project, you *cannot* add new activity ID's that are not set up as standard activities.

Procedure

Standard Activities are activities numerous projects have in common.

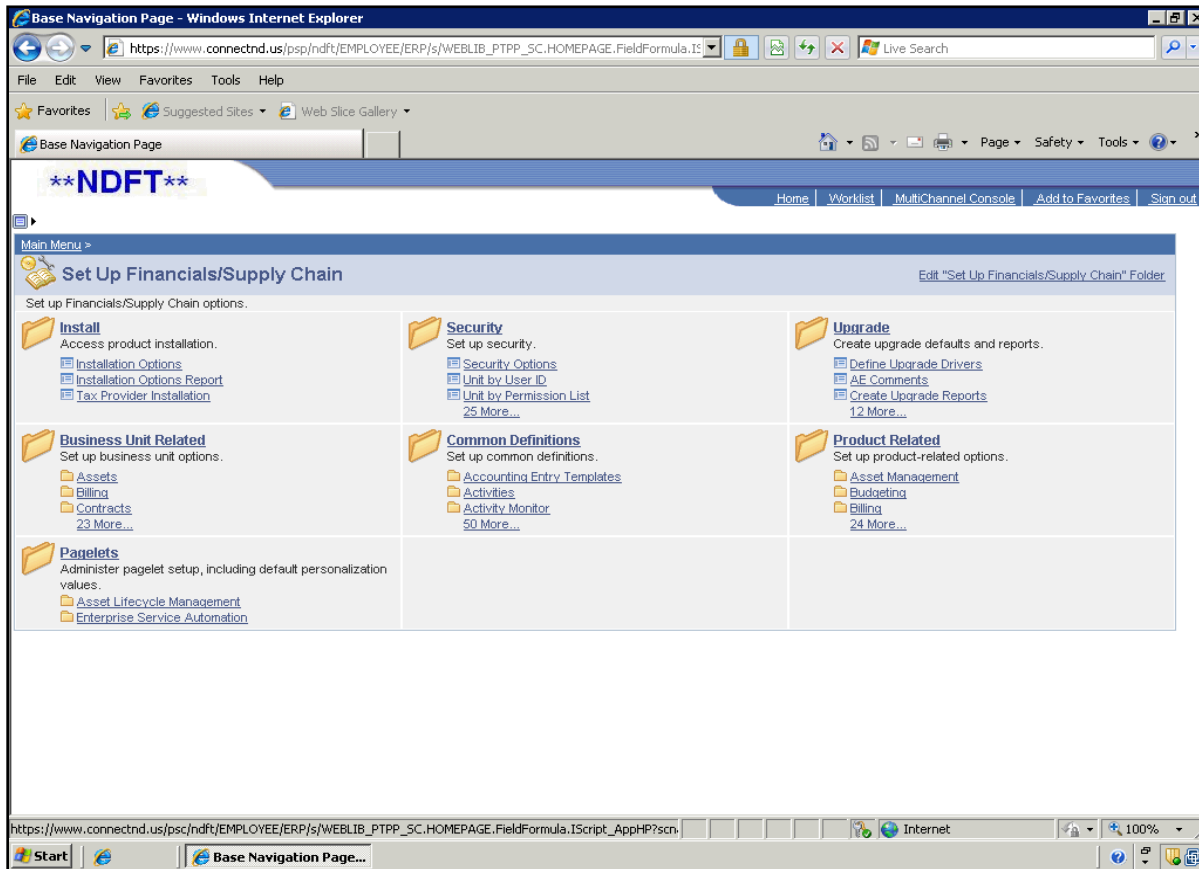


Training Guide

Module 10 – Project Costing



Step	Action
1.	Click the Set Up Financials/Supply Chain link. ▶ Set Up Financials/Supply Chain





Step	Action
2.	Click the Common Definitions link. Common Definitions
3.	Click the Activities link. Activities
4.	Click the Define Activities link. Define Activities



Training Guide

Module 10 – Project Costing

Step	Action
5.	Click the Add a New Value tab. 
6.	Enter the desired information into the Activity field. Enter " Standard ". This will be the name of the activity.
7.	Click the Add button. 

Training Guide

Module 10 – Project Costing



Define Activities - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/F5_ACTIVITY_TBL.F5_ACTIVITY_TBL.GBL?POR

File Edit View Favorites Tools Help

Define Activities

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Standard Activities

SetID: 11000 Activity: STANDARD Delete


Description: Project Type:

Used By

- ☒ Projects
- ☐ Performance Measurement
- ☐ Services Procurement

Return to Activities

Save Notify Add Update/Display

Step	Action
8.	Enter the desired information into the Description field. Enter " Standard Activities ".
9.	<p>If you want to look up or change the status of a Standard Activity, refer to Create Activities from Activity Definition - Topic 10.3.2.</p> <p>Click the Save button.</p> 
10.	<p>This topic showed how to Create Standard Activities.</p> <p>End of Procedure.</p>



Training Guide Module 10 – Project Costing

ST 10.3.4 - Create Activity Types

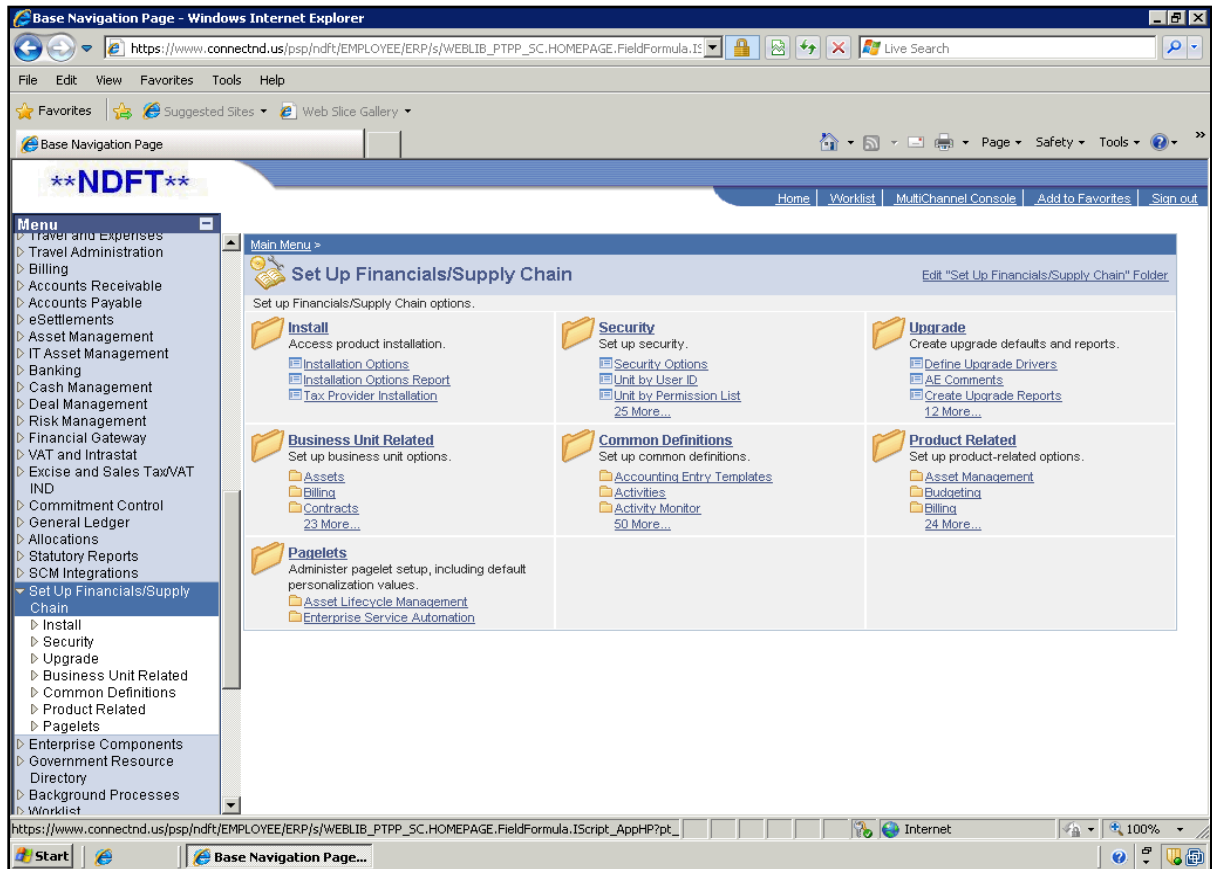
Create Activity Types

Navigation: Set Up Financials/Supply Chain > Product Related > Project Costing > Activity Options > Activity Types

Activity types are a roll up of activities. Activity types can be used with any activity across projects.

Procedure

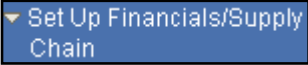




This topic shows how to Create Activity Types.

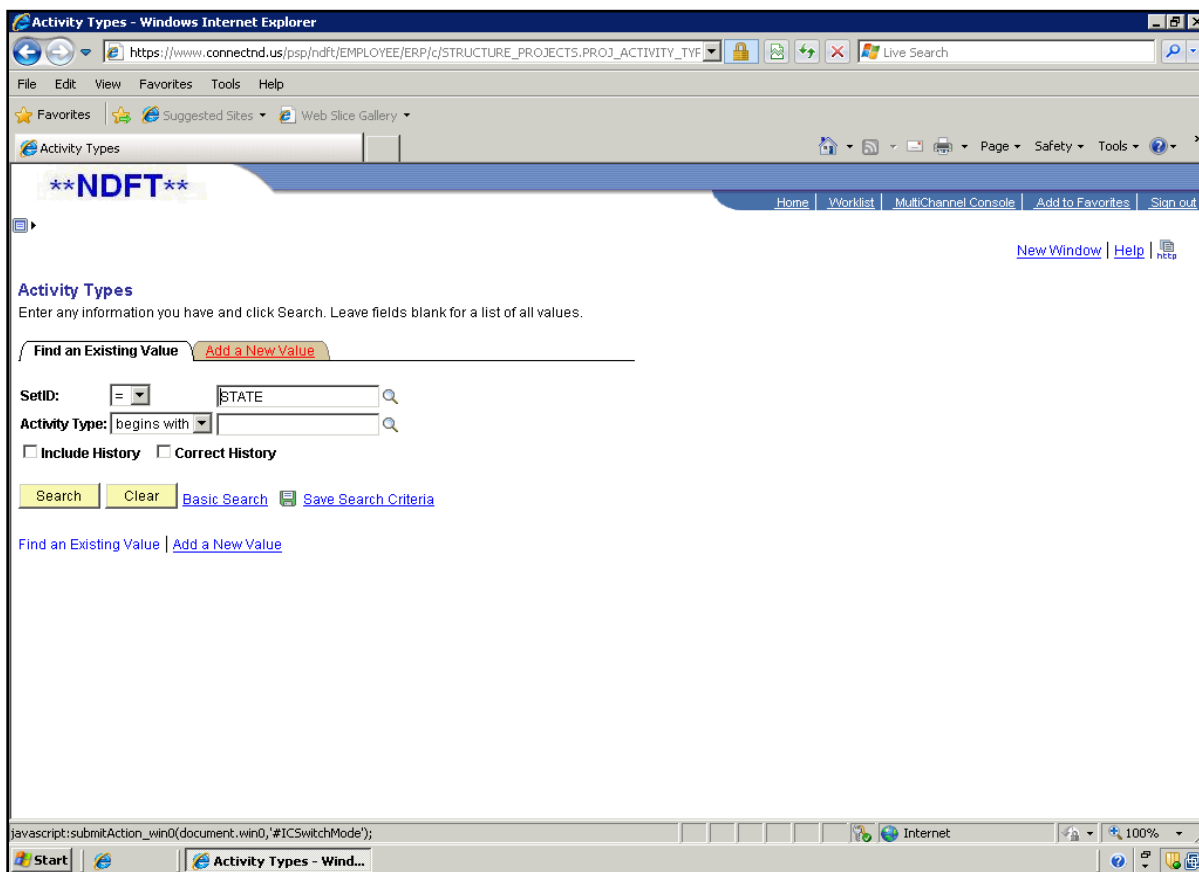


Training Guide

Module 10 – Project Costing



Step	Action
1.	Click the Set Up Financials/Supply Chain link. 
2.	Click the Product Related link. 
3.	Click the Project Costing link. 
4.	Click the Activity Options link. 
5.	Click the Activity Types link. 



Activity Types - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/STRUCTURE_PROJECTS.PROJ_ACTIVITY_TYF

File Edit View Favorites Tools Help

Activity Types

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Activity Types

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

SetID: STATE

Activity Type: begins with

☐ Include History ☐ Correct History

Search Clear Basic Search Save Search Criteria



Find an Existing Value Add a New Value

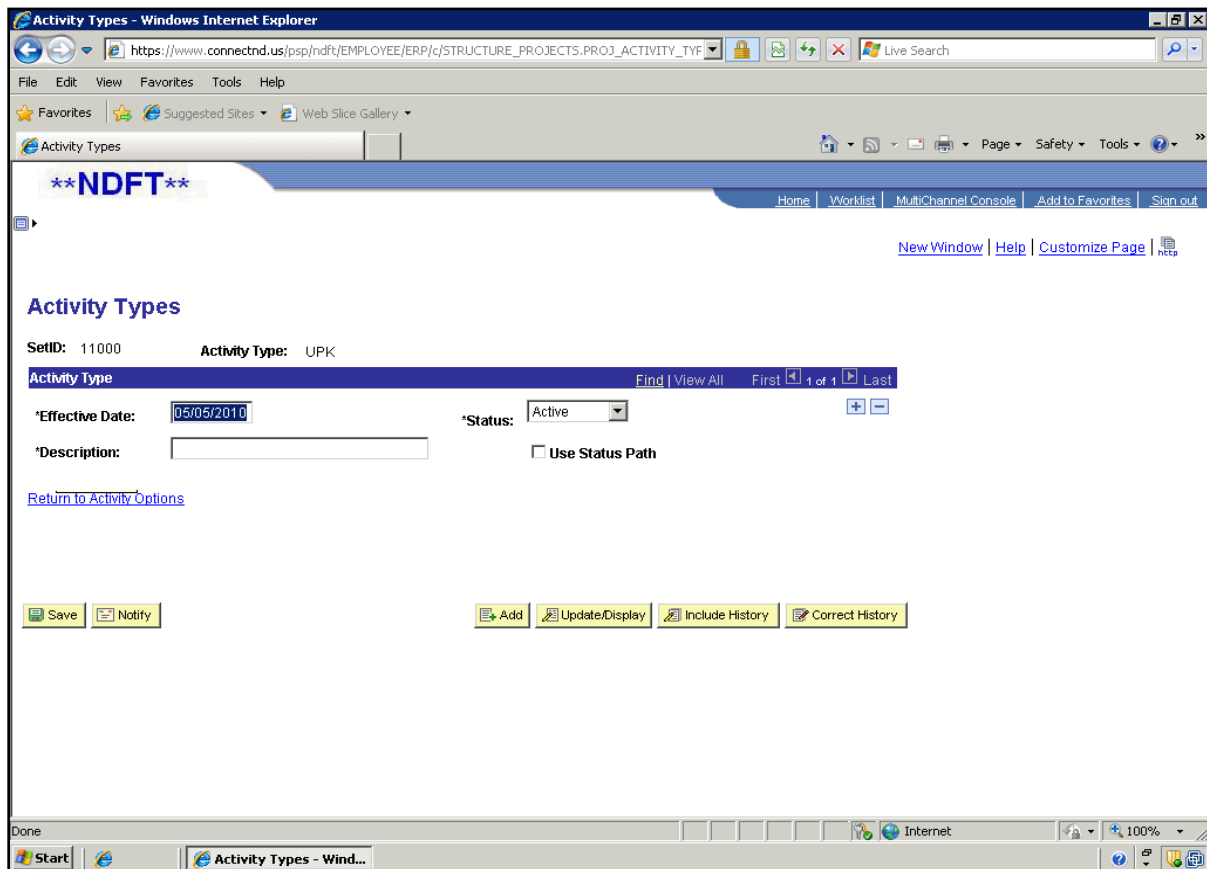
javascript:submitAction_win0(document.win0,'#ICSwitchMode');

Start Activity Types - Wind...



Training Guide Module 10 – Project Costing

Step	Action
6.	Click the Add a New Value tab. 
7.	Name your Activity Type: up to 5 characters alpha and/or numeric. Enter the desired information into the Activity Type field. Enter " UPK ".
8.	Click the Add button. 



Step	Action
9.	Enter the date you wish to start using the Activity Type. Enter the desired information into the Effective Date field. Enter " 05/01/2010 ".

Training Guide

Module 10 – Project Costing



Activity Types - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/STRUCTURE_PROJECTS.PROJ_ACTIVITY_TYF

File Edit View Favorites Tools Help

Activity Types

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Activity Types

SetID: 11000 Activity Type: UPK

Activity Type Find | View All First 1 of 1 Last

*Effective Date: 05/01/2010 *Status: Active

*Description: Inactive path

[Return to Activity Options](#)

Save Notify Add Update/Display Include History Correct History

Done Internet 100%

Step	Action
10.	<p>The Status defaults to Active. This is also where you would Inactivate the Activity Type, when necessary.</p> <p>Use the (plus) + button to add another (For example, the Inactive Effective Date).</p> <p>Click the Active list item.</p> <p>Active</p>



Training Guide

Module 10 – Project Costing

Activity Types - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/STRUCTURE_PROJECTS.PROJ_ACTIVITY_TYF

File Edit View Favorites Tools Help

Activity Types

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Activity Types

SetID: 11000 Activity Type: UPK


Activity Type Find | View All First 1 of 1 Last

*Effective Date: 05/01/2010 *Status: Active

*Description: Use Status Path

[Return to Activity Options](#)

Save Notify Add Update/Display Include History Correct History

Step	Action
11.	Enter the desired information into the Description field. Enter " Training ".
12.	Click the Save button. 
13.	This topic showed how to Create Activity Types. End of Procedure.



ST Lesson 10.4 - Transaction Types

Transaction Types

Transaction Types are used with Transactions (Deposits, Journals, Accounts Payable). They can be used with any project or activity that you have used in the transaction. It's not limited to specific projects or transactions.

Agencies may use types for transactions that are recorded under separate projects in order to group certain transactions together.

There are 3 types you can use for various roll ups of transactions:

- Source
- Category
- Subcategory

ST 10.4.1 - Add Source

Add Source

Navigation: [Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Source Types](#)

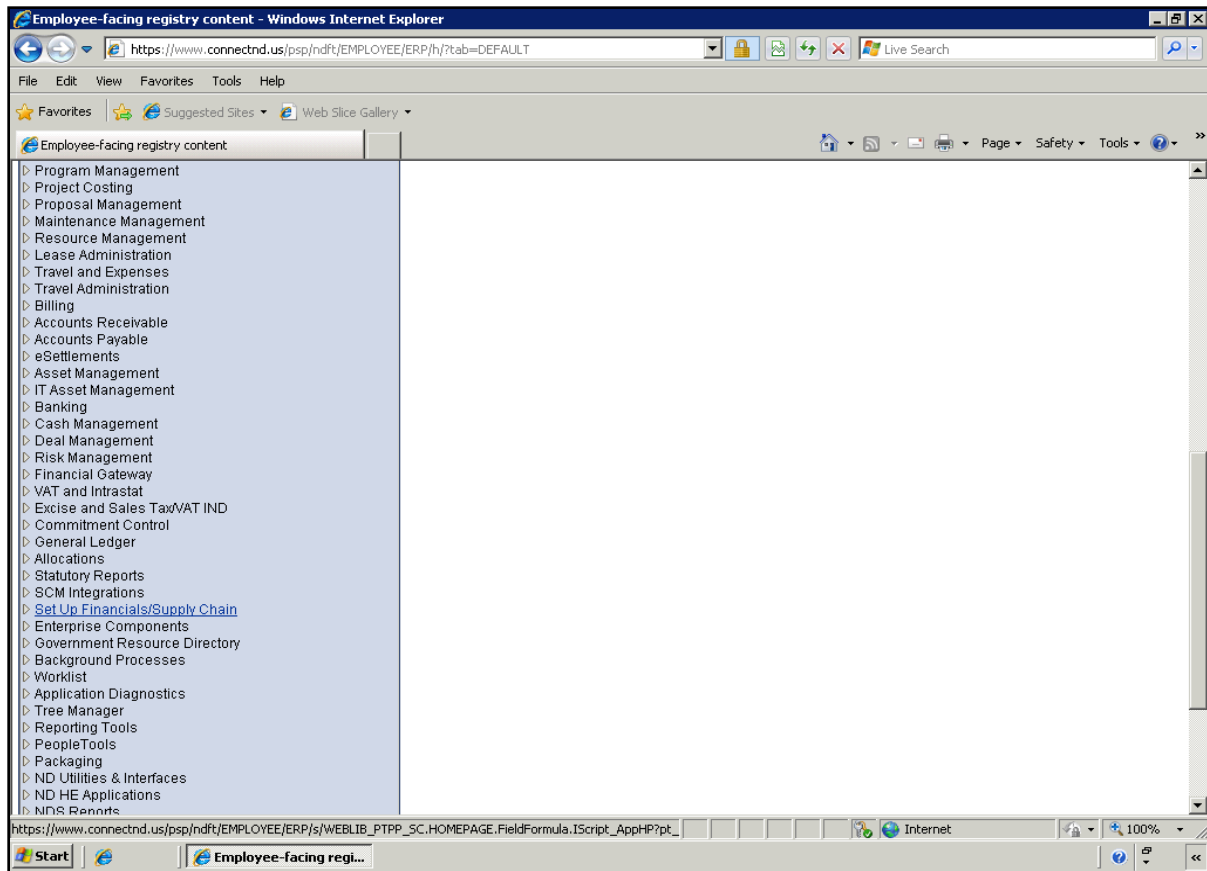
Procedure

This topic shows how to Add a Source.



Training Guide

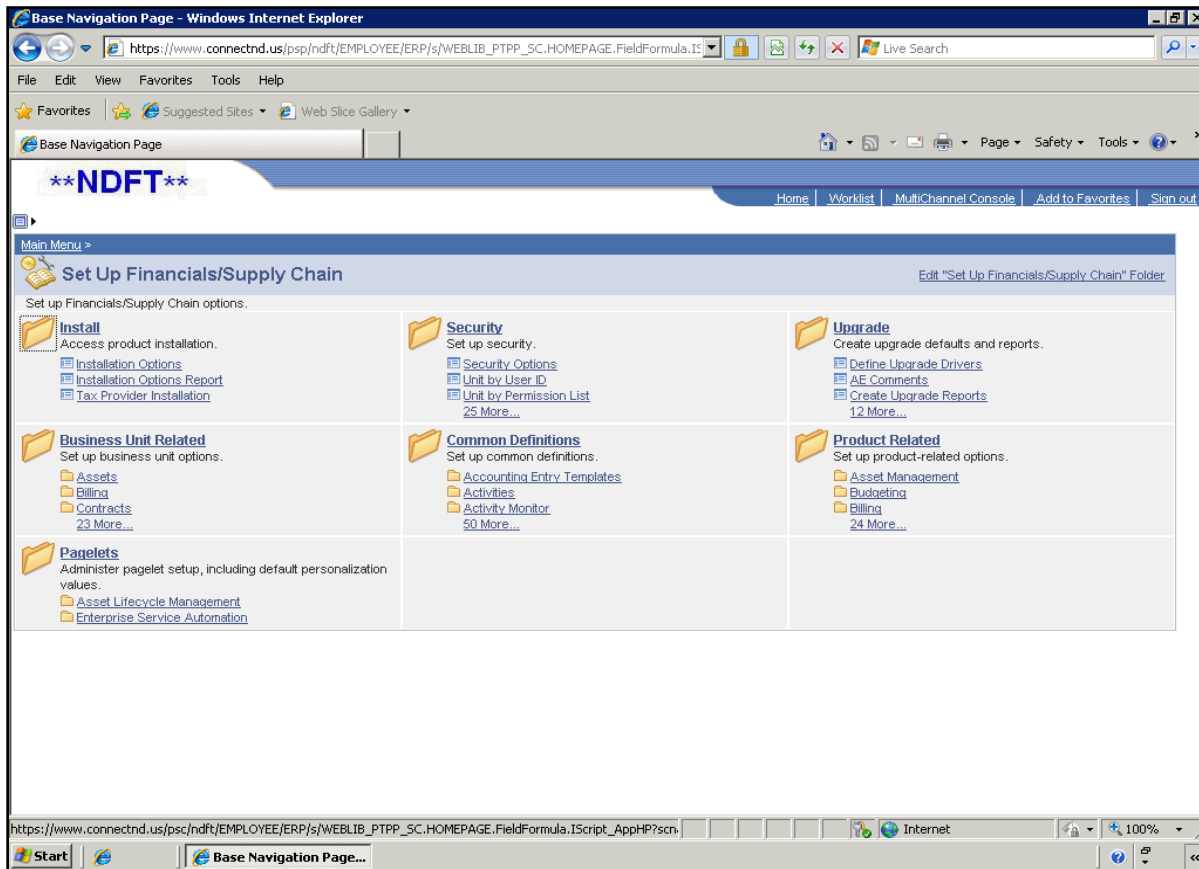
Module 10 – Project Costing



Step	Action
1.	Click the Set Up Financials/Supply Chain link. ▶ Set Up Financials/Supply Chain

Training Guide

Module 10 – Project Costing



Step	Action
2.	Click the Product Related link. <u>Product Related</u>
3.	Click the Project Costing link. <u>Project Costing</u>
4.	Click the Transaction Options link. <u>Transaction Options</u>
5.	Click the Source Types link. <u>Source Types</u>



Training Guide



Module 10 – Project Costing

Step	Action
6.	Click the Add a New Value tab. Add a New Value
7.	Name the source type, up to 5 characters - alpha or numeric. Enter the desired information into the Source Type field. Enter " Source ".
8.	Click the Add button. Add

Training Guide

Module 10 – Project Costing



Step	Action
9.	Fill in the date you want the Source Type to be effective. The Status will default to Active. Enter the desired information into the Effective Date field. Enter " 03/01/2010 ".
10.	Enter the desired information into the Description field. Enter " Federal ".
11.	Click the Save button if the Status is complete. To add an Inactive Effective Date, proceed to next step. 
12.	To change the status of the source type, you need to add a new row. Click the Add a new row at row 1 (Alt+7) button. 
13.	Enter the desired information into the Effective Date field. Enter " 06/01/2010 ".



Training Guide

Module 10 – Project Costing

Source Types - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/STRUCTURE_PROJECTS.PROJ_RES_TYPE.GBL

File Edit View Favorites Tools Help

Source Types

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Source Types

SetID: STATE Source Type: SOURC

Source Type Find | View 1 First 1 of 2 Last


*Effective Date: 06/01/2010 *Status: Inactive

*Description:

*Effective Date: 03/01/2010 *Status: Active

*Description: Federal

Save Return to Search Notify Add Update/Display Include History Correct History

Step	Action
14.	Click the Inactive list item. 

Training Guide

Module 10 – Project Costing



Source Types - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/STRUCTURE_PROJECTS.PROJ_RES_TYPE.GBL

File Edit View Favorites Tools Help

Source Types

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Source Types

SetID: STATE Source Type: SOURC

Source Type Find | View 1 First 1 of 2 Last


*Effective Date: 06/01/2010 *Status: Inactive

*Description:

*Effective Date: 03/01/2010 *Status: Active

*Description: Federal

Save Return to Search Notify Add Update/Display Include History Correct History

Step	Action
15.	Enter the desired information into the Description field. Enter " Federal ".
16.	Click the Save button. 
17.	This topic showed how to Add a Source. End of Procedure.



Training Guide Module 10 – Project Costing

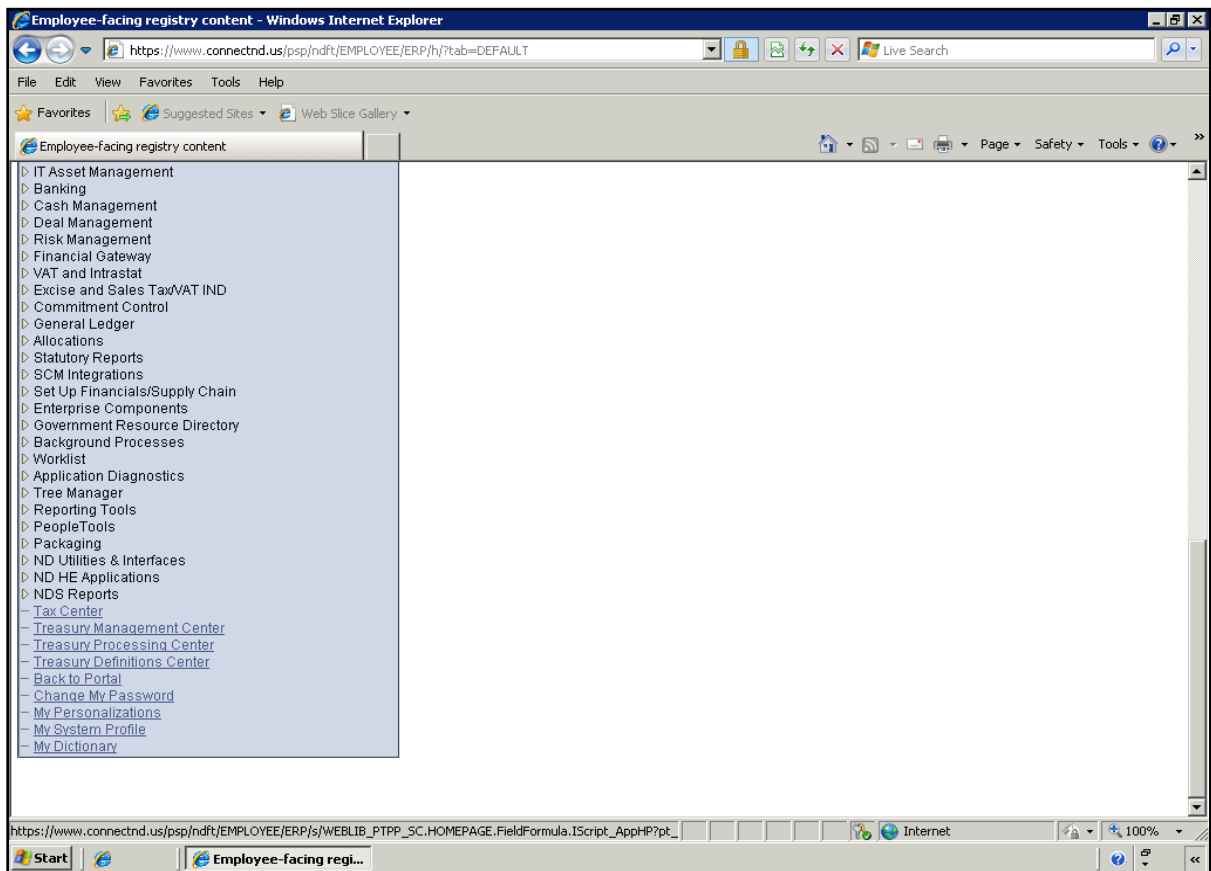
ST 10.4.2 - Add Category

Add Category

Navigation: Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Categories

Procedure

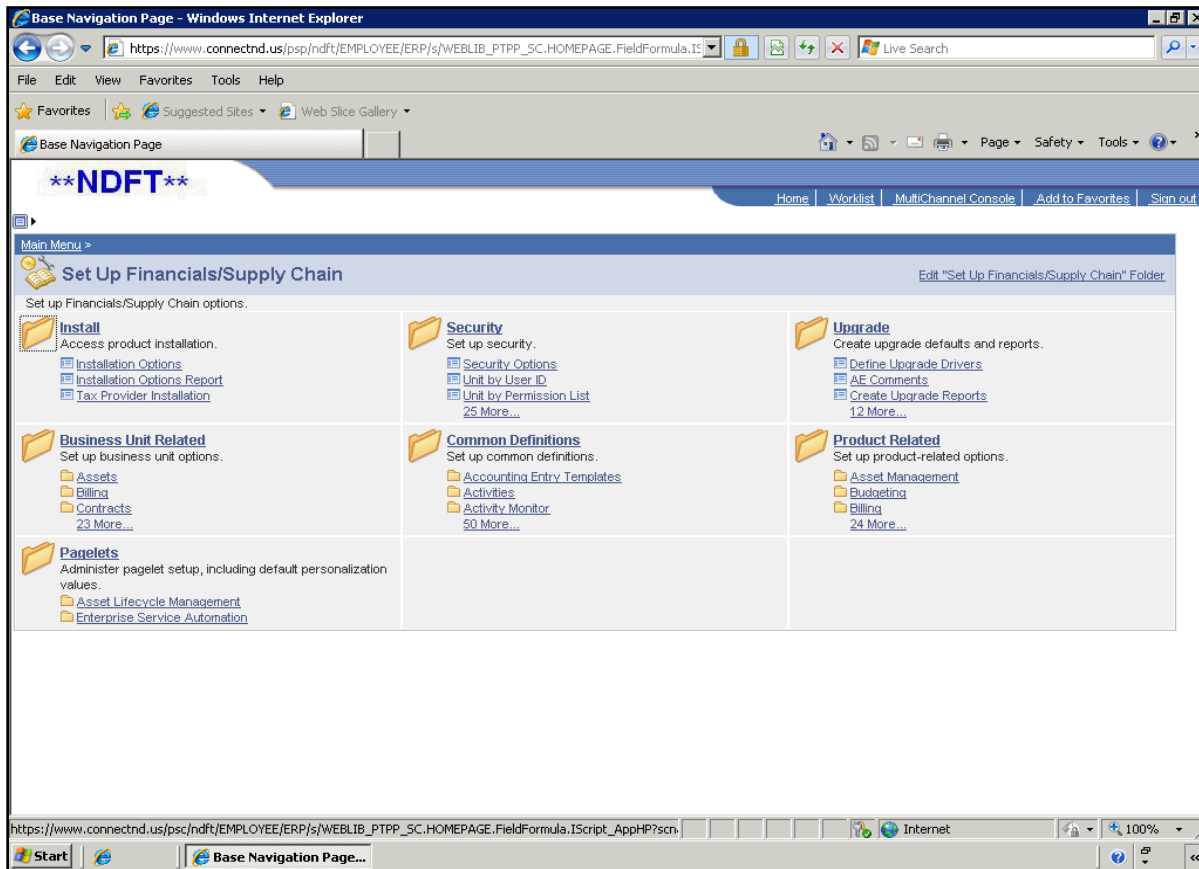
This topic shows how to Add a Category.



Step	Action
1.	Click the Set Up Financials/Supply Chain link. ▶ Set Up Financials/Supply Chain

Training Guide

Module 10 – Project Costing



Step	Action
2.	Click the Product Related link. <u>Product Related</u>
3.	Click the Project Costing link. <u>Project Costing</u>
4.	Click the Transaction Options link. <u>Transaction Options</u>
5.	Click the Categories link. <u>Categories</u>



Training Guide




Module 10 – Project Costing

Step	Action
6.	Click the Add a New Value tab. Add a New Value
7.	Name the Category: up to 5 characters - alpha or numeric. Enter the desired information into the Category field. Enter " FY11 ".
8.	Click the Add button. Add

Training Guide

Module 10 – Project Costing




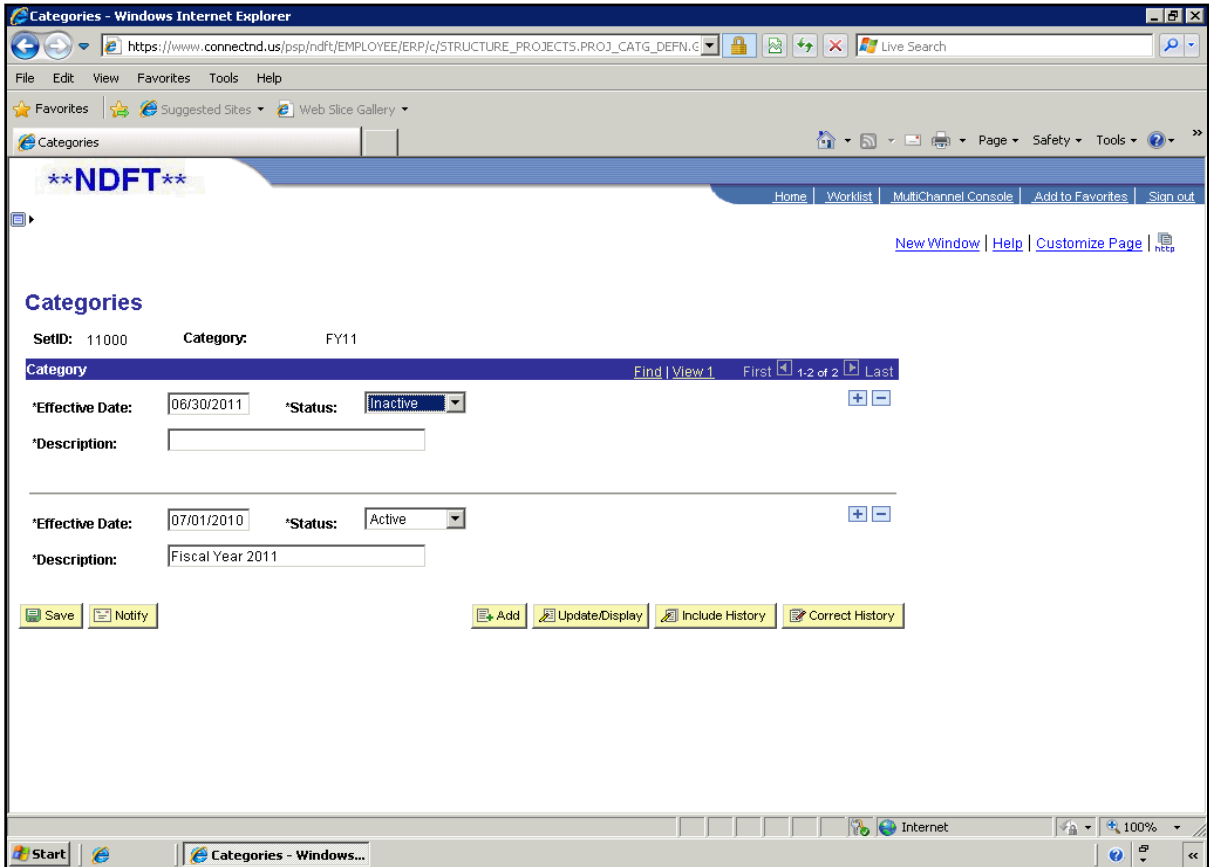
Step	Action
9.	Current date is the Default. Fill in the date you want the Category Status to be effective. Enter the desired information into the Effective Date field. Enter " 07/01/2010 ".
10.	Enter the desired information into the Description field. Enter " Fiscal Year 2011 ".
11.	Click the Save button if the Status is complete. To add an Inactive Effective Date, proceed to next step. 
12.	Click the Add a new row at row 1 (Alt+7) button. 
13.	Click the View All link. 
14.	Enter the desired information into the Effective Date field. Enter " 06/30/2011 ".



Training Guide

Module 10 – Project Costing

Step	Action
15.	Click the Status list. 



Categories - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/STRUCTURE_PROJECTS.PROJ_CATG_DEFN.C

File Edit View Favorites Tools Help

Categories

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Categories

SetID: 11000 Category: FY11

Category Find | View:1 First 1-2 of 2 Last


*Effective Date: 06/30/2011 *Status: Inactive

*Description:

*Effective Date: 07/01/2010 *Status: Active

*Description: Fiscal Year 2011

Save Notify Add Update/Display Include History Correct History

Step	Action
16.	Click the Inactive list item. 

Training Guide

Module 10 – Project Costing



Categories - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/STRUCTURE_PROJECTS.PROJ_CATG_DEFN.c

File Edit View Favorites Tools Help

Categories

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Categories

SetID: 11000 Category: FY11

Category Find | View: 1 First 1-2 of 2 Last


*Effective Date: 06/30/2011 *Status: Inactive

*Description: F

*Effective Date: 07/01/2010 *Status: Active

*Description: Fiscal Year 2011

Save Notify Add Update/Display Include History Correct History

Step	Action
17.	Enter the desired information into the Description field. Enter " Fiscal Year 2011 ".
18.	Click the Save button. 
19.	This topic showed how to Add a Category. End of Procedure.



Training Guide

Module 10 – Project Costing

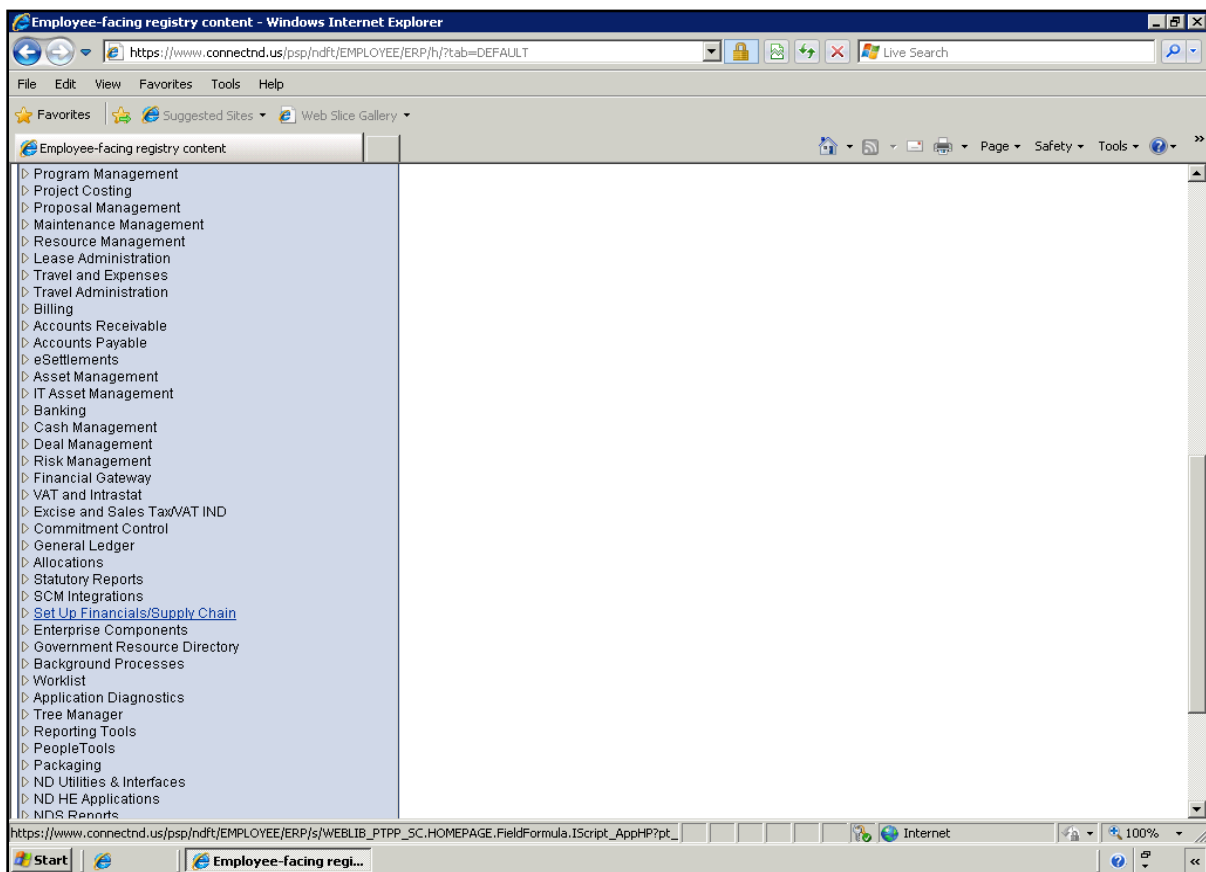
ST 10.4.3 - Add Subcategory

Add Subcategory

Navigation: Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > SubCategories

Procedure

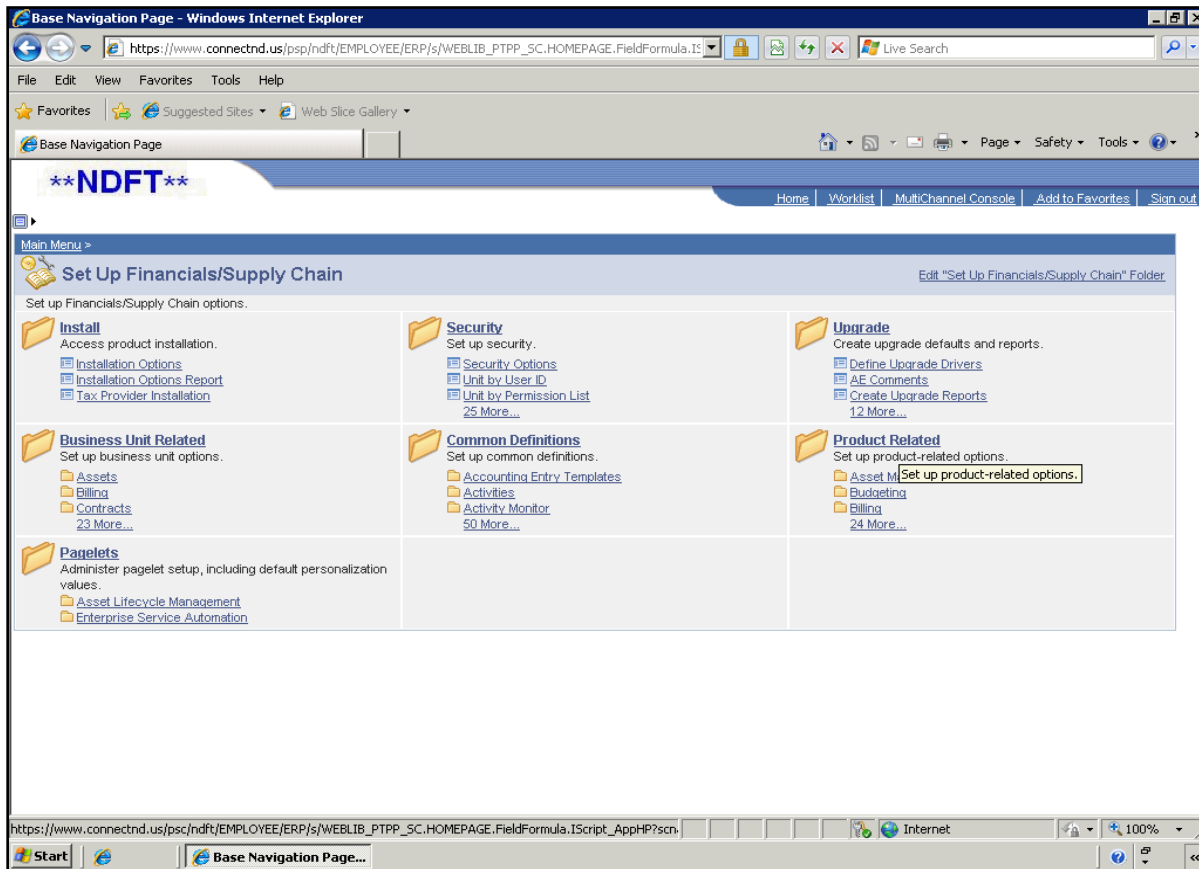
This topic shows how to Add a Subcategory.



Step	Action
1.	Click the Set Up Financials/Supply Chain link. Set Up Financials/Supply Chain

Training Guide

Module 10 – Project Costing



Step	Action
2.	Click the Product Related link. <u>Product Related</u>
3.	Click the Project Costing link. <u>Project Costing</u>
4.	Click the Transaction Options link. <u>Transaction Options</u>
5.	Click the SubCategories link. <u>SubCategories</u>



Training Guide

Module 10 – Project Costing

SubCategories - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/STRUCTURE_PROJECTS.PRO1_SUBCAT_DEFN

File Edit View Favorites Tools Help

SubCategories

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Subcategories

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

SetID: = STATE

Subcategory: begins with

☐ Include History ☐ Correct History

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

javascript:submitAction_win0(document.win0,'#ICSwitchMode');




Start SubCategories - Wind... Internet 100%

Step	Action
6.	Click the Add a New Value tab. Add a New Value
7.	Name the subcategory, up to 5 characters - alpha or numeric. Enter the desired information into the Subcategory field. Enter " QRT3 ".
8.	Click the Add button. Add

Training Guide

Module 10 – Project Costing




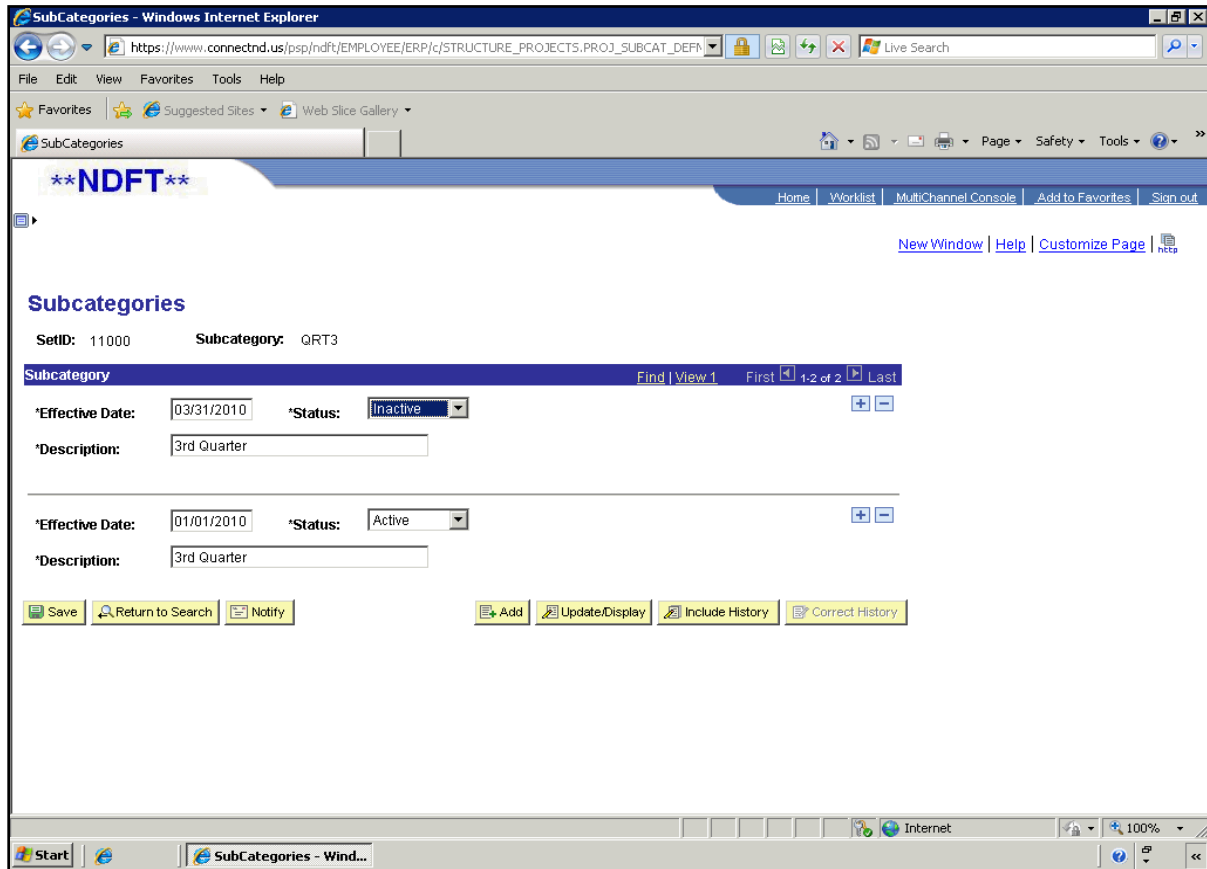
Step	Action
9.	Enter the desired information into the Description field. Enter " 3rd Quarter ".
10.	Current date is the Default. Fill in the date you want the Subcategory Status to be effective. Enter the desired information into the Effective Date field. Enter " 01/01/2010 ".
11.	Click the Save button if the Status is complete. To add an Inactive Effective Date, proceed to next step. 
12.	Click the Add a new row at row 1 (Alt+7) button. 
13.	Click the View All link. 
14.	Enter the desired information into the Effective Date field. Enter " 03/31/2010 ".




Training Guide

Module 10 – Project Costing

Step	Action
15.	Enter the desired information into the Description field. Enter " 3rd Quarter ".
16.	Click the Status list. 



Step	Action
17.	Click the Inactive list item. 

Training Guide

Module 10 – Project Costing



SubCategories - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/STRUCTURE_PROJECTS.PROJ_SUBCAT_DEFN.GBL

File Edit View Favorites Tools Help

SubCategories

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customi

Subcategories

SetID: 11000 Subcategory: QRT3

Subcategory Find | View 1 First 1-2 of 2 Last

*Effective Date: 03/31/2010 *Status: Inactive

*Description: 3rd Quarter


*Effective Date: 01/01/2010 *Status: Active

*Description: 3rd Quarter

Save Return to Search Notify Add Update/Display Include History Correct History

Waiting for https://www.connectnd.us/psc/ndft/EMPLOYEE/ERP/c/STRUCTURE_PROJECTS.PROJ_SUBCAT_DEFN.GBL

Start SubCategories - Wind... Internet 100%

Step	Action
18.	Click the Save button. 
19.	This topic showed how to Add a Subcategory. End of Procedure.



ST Lesson 10.5 - Project Information for Transactions

Project Information for Transactions

Transactions are recorded in the Projects Module from Accounts Payable and General Ledger when project information is included in the transactions processed in those two modules.

Under this lesson, you will only be shown the fields that are needed for projects and not how to process transactions in Accounts Payable or General Ledger. These topics can be found with those modules.

ST 10.5.1 - Accounts Payable

Accounts Payable

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Project information needs to be included for expenditures if they need to be recorded in the Project Costing Module.

Procedure

This topic shows how projects are included for expenditures in Accounts Payable vouchers.

Step	Action
1.	If project information is needed in a voucher, it will be entered after the Add a New Value screen. Note: For guidance on Accounts Payable voucher entry, refer to ST Module 4 - Accounts Payable, ST 4.1.1 - Entering Regular Vouchers.

Training Guide

Module 10 – Project Costing



Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS...

File Edit View Favorites Tools Help

ND Office of Management a... North Dakota State Govern... ConnectND Operational Env... Suggested Sites Web Slice Gallery

Regular Entry

ORACLE You are on Database: NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window Processing

Voucher

Find an Existing Value Add a New Value

Business Unit: 11000

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name: STATE-045

Vendor ID: 0000001871

Vendor Location: MAIN

Address Sequence Number: 2

Invoice Number:

Invoice Date:


Gross Invoice Amount: 500.00

Lines Entered: 1

Add

Local intranet 100%

Start Regular Entry - Windo...

Step	Action
2.	Click the Add button. 
3.	The project information is located on the Distribution Lines of the voucher.



Training Guide Module 10 – Project Costing

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS...

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Search: *Currency: USD Total: 500.00 Calculate

Packing Slip:

Description Quantity UOM Unit Price Extended Amount

Use One Asset ID Calculate

GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	Source Type	Category
11000	561025	110	460	5100		11050	11				

Balancing

Invoice Lines 0.000

Misc Charge Amount

Freight Amount

Step	Action
4.	Enter the desired information into the PC Bus Unit field. Enter " 110 ". This field is required for project information.
5.	Enter the desired information into the Project field. Enter " APRIL ".
6.	Enter the desired information into the Activity field. Enter " SOURCE ".
7.	Enter the desired information into the Source Type field. Enter " FY10 ".
8.	Enter the desired information into the Category field. Enter " QRT4 ". Note: A PC Bus Unit, Project and Activity are required. The PC Bus Unit is the same as your General Ledger Business unit. No Analysis Type is needed as the type automatically gets recorded in projects as ACT Analysis Type. The other fields for projects are Source Type, Category, and Subcategory and are optional for those agencies that use these transactions types.
9.	This topic showed how projects are included for expenditures. End of Procedure.

Training Guide

Module 10 – Project Costing



ST 10.5.2 - General Ledger

General Ledger

Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Project information needs to be included for journals and deposits in order for them to be recorded in the Project Costing Module.

Procedure

This topic shows how project information is included for journals and deposits.

Step	Action
1.	<p>If project information is needed in a General Ledger journal, it will be entered after the Add a New Value and journal Header screens.</p> <p>Note: For guidance on General Ledger journal entry, refer to ST Module 8 - General Ledger, ST 8.1.1 Topics.</p>



Training Guide

Module 10 – Project Costing

Create/Update Journal Entries - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_IE.GBL?PC

File Edit View Favorites Tools Help

ND Office of Management a... North Dakota State Govern... ConnectND Operational Env... Suggested Sites Web Slice Gallery

Create/Update Journal Entries

ORACLE You are on Database: NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window ?

Create/Update Journal Entries

Find an Existing Value Add a New Value

Business Unit: 80100

Journal ID: NEXT

Journal Date: 10/11/2010


Add

Find an Existing Value Add a New Value

Done

Local intranet 100%

Start Create/Update Journ...

Step	Action
2.	Click the Add button. 
3.	After appropriate information is entered on the Header screen, project information will be entered on the Lines screen.

Training Guide

Module 10 – Project Costing



Create/Update Journal Entries - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_IE.GBL?PC

File Edit View Favorites Tools Help

Favorites ND Office of Management a... North Dakota State Govern... ConnectND Operational Env... Suggested Sites Web Slice Gallery

Create/Update Journal Entries

ORACLE You are on Database: NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window ? Help Customize Page http

Header Lines Totals Errors Approval

Unit: 80100 Journal ID: NEXT Date: 10/11/2010

Long Description: TEST

*Ledger Group: ACTUALS Auto Generate Lines

Ledger: Adjusting Entry: Non-Adjusting Entry

*Source: idb Fiscal Year: 2011

Reference Number: Period: 4

SJE Type: ADB Date: 10/11/2010

Journal Class: Save Journal Incomplete Status

Transaction Code: GENERAL Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

Reversal: Do Not Generate Reversal

Commitment Control

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

javascript: submitAction_win0(document.win0,'#ICPanel1');

Local intranet 100%

Start Create/Update Journ...

Step	Action
4.	Click the Lines tab. <div>Lines</div>



Training Guide Module 10 – Project Costing

Create/Update Journal Entries - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_IE.GBL?PC

File Edit View Favorites Tools Help

ND Office of Management a... North Dakota State Govern... ConnectND Operational Env... Suggested Sites Web Slice Gallery

Create/Update Journal Entries

ORACLE You are on Database: NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window ? Help Customize Page http

Header Lines Totals Errors Approval

Unit: 80100 Journal ID: NEXT Date: 10/11/2010 *Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

Lines

Select	Line	Unit	Account	Oper Unit	Fund	Dept	Class	PC Bus Unit	Project	Activity	An Type
<input type="checkbox"/>	1	80100	131002		200	0001					
<input type="checkbox"/>	2	80100	463021		200	0001		8			

Lines to add: 1 + -

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
80100	2	1,000.00	1,000.00	I	N

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

Step	Action
5.	After appropriate accounting information is entered, the project information will be recorded on the revenue/expenditure line(s). Enter the desired information into the PC Bus Unit field. Enter " 80100 ".
6.	Enter the desired information into the Project field. Enter " SWCRIV2010 ".
7.	Enter the desired information into the Activity field. Enter " 9999 ".
8.	Enter the desired information into the An Type field. Enter " GLR ".
9.	A PC Bus Unit, Project, Activity, and Analysis Type (AN) are required. The PC Business Unit is the same as your business unit. The Analysis Types to use are GLR for revenues or GLE for expenses. The other fields for projects are Source Type, Category (not shown), and Subcategory (not shown) and are optional for those agencies who use these transactions.
10.	This topic showed how project information is included for journals and deposits. End of Procedure.



ST Lesson 10.6 - View Financial Activity

View Financial Activity

Revenue and expenditures recorded in a project can be viewed on-line as accumulated amounts or transaction amounts.

ST 10.6.1 - View Accumulated Costs

View Accumulated Costs

Navigation: Project Costing > Review Costs > Summarize by Analysis Type

A summary of costs for a specific project can be viewed on-line by Analysis types:

- ACT from Accounts Payable
- GLR from General Ledger Revenue
- GLE from General Ledger Expenditures
- PAY and FRG from Payroll for Payroll and Fringe benefits.

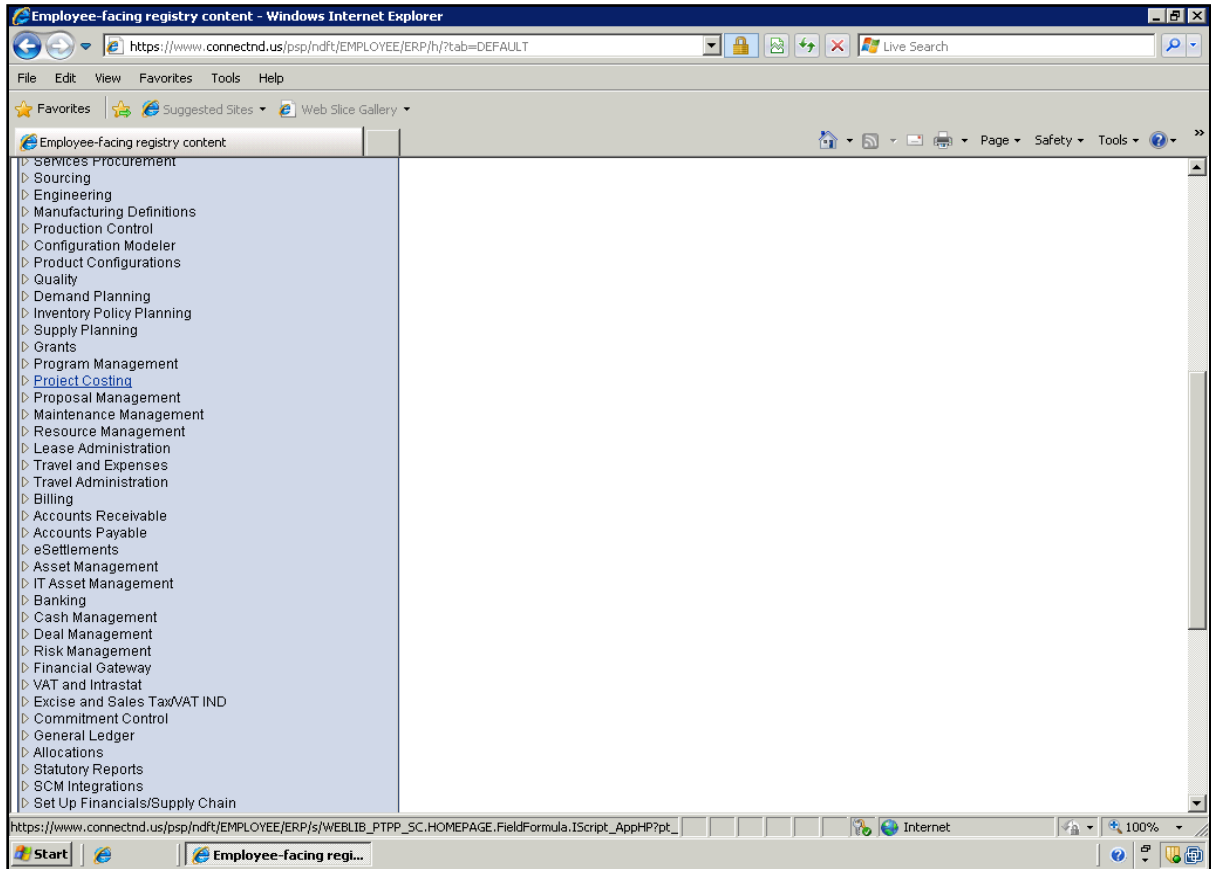
Procedure

This topic shows how to View Accumulated Costs.



Training Guide

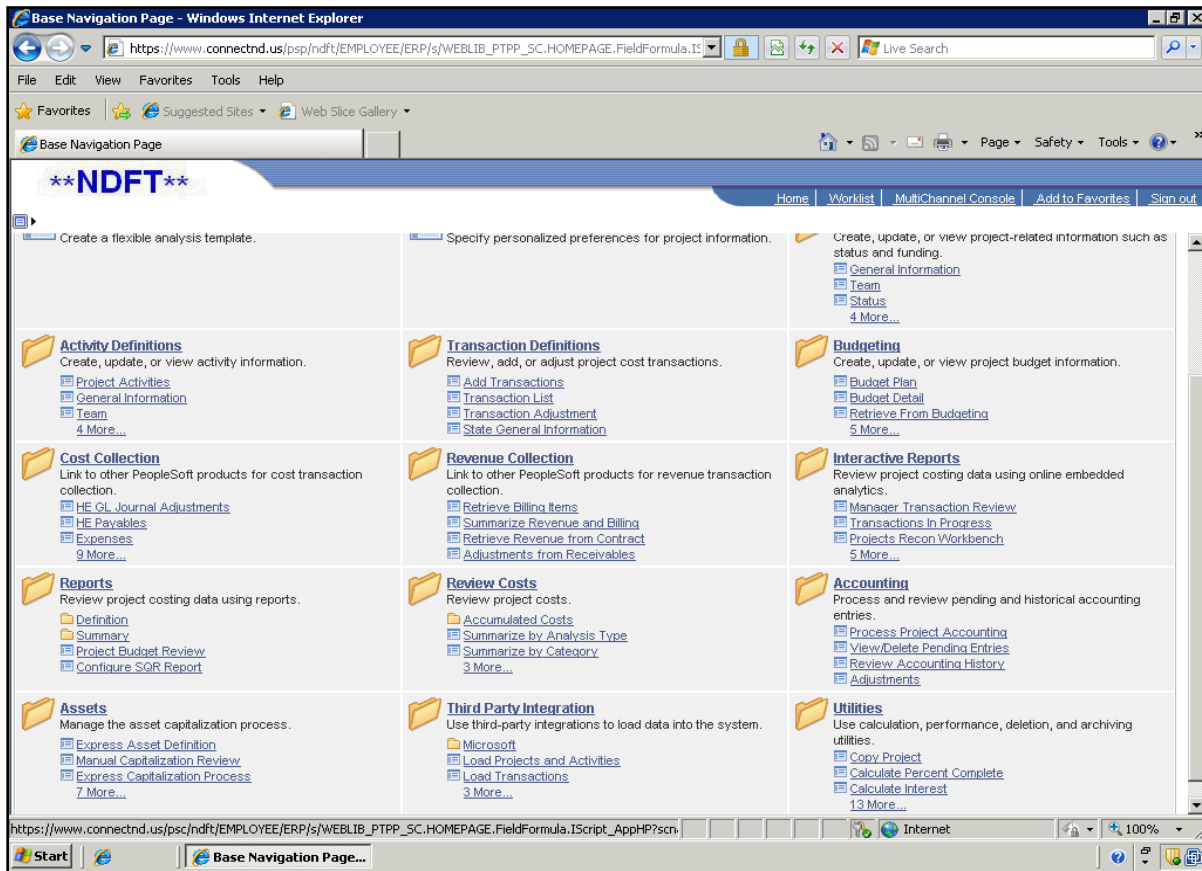
Module 10 – Project Costing



Step	Action
1.	Click the Project Costing link. ▶ Project Costing

Training Guide

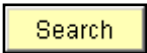

Module 10 – Project Costing



Step	Action
2.	Click the Review Costs link. Review Costs
3.	Click the Summarize by Analysis Type link. Summarize by Analysis Type



Training Guide Module 10 – Project Costing

Step	Action
4.	Select the project for which you want to view a cost summary. Enter the desired information into the Project field. Enter" OMB2009 ".
5.	Click the Search button. 
6.	Click the OMB200911 link. 
7.	The Summarize by Analysis Type screen will display information from a previously set date. The Set As of Period screen is used to set the date parameter.

Training Guide

Module 10 – Project Costing



Summarize by Analysis Type - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ANALYZE_PROJECTS.PROJECT_LTD_SUM.GBL

File Edit View Favorites Tools Help

Summarize by Analysis Type

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Summarize by Analysis Type **Set As of Period**

Project: OMB200911 Description: Projects for 2009-11 Biennium

Project Financial Summary Customize Find View All First 1-2 of 2 Last

Analysis Type	General Ledger Business Unit	Currency	Period to Date Amount	Year to Date Amount	Life to Date Amount
ACT	11000	USD	0.00	2,569,466.88	2,569,466.88
GLE	11000	USD	0.00	19,260.78	19,260.78



Return to Search Notify Previous tab Next tab

Summarize by Analysis Type | [Set As of Period](#)

Step	Action
8.	Click the Set As of Period tab. Set As of Period



Training Guide Module 10 – Project Costing

Step	Action
9.	Enter the desired information into the Calendar ID field. Enter " DT ". <u>Calendar ID's are as follows:</u> 01 - Calendar Year AN - Annual 1099 Calendar DA - Daily Calendar DT - Fiscal Year
10.	Enter the desired information into the Fiscal Year field. Enter " 2010 ".
11.	Enter the desired information into the Accounting Period field. Enter " 12 ".
12.	Click the Set button. 
13.	Click the Summarize by Analysis Type tab. 
14.	Amounts can be viewed only by project and not by individual activity ID's.

Training Guide

Module 10 – Project Costing



Step	Action
15.	This topic showed how to View Accumulated Costs. End of Procedure.



Training Guide

Module 10 – Project Costing

ST 10.6.2 - View Transactions

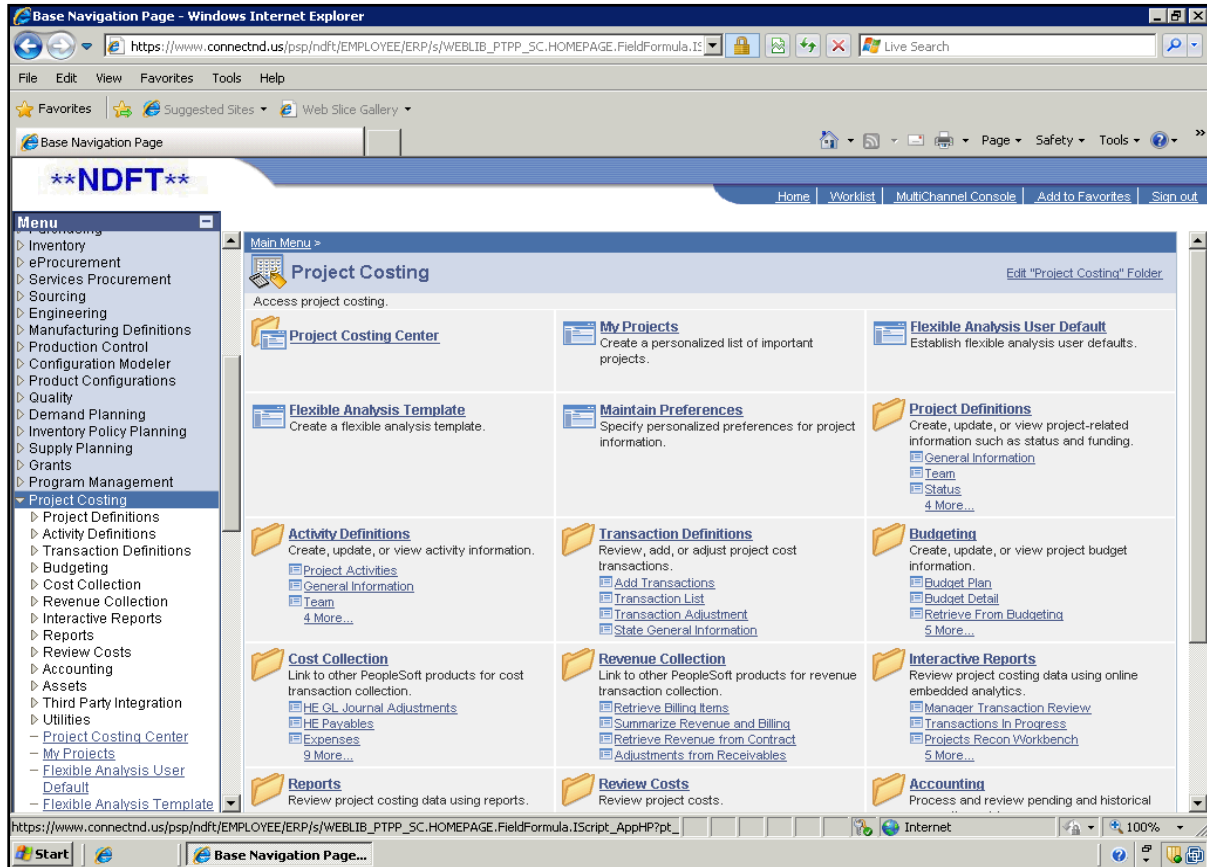
View Transactions


Navigation: Project Costing > Transaction Definitions > Transaction List

Transactions can be viewed on-line for a project and activity. An activity has to be specified. You cannot view all of a project's transactions if you have more than one activity for a project.

Procedure

This topic shows how to View Transactions.





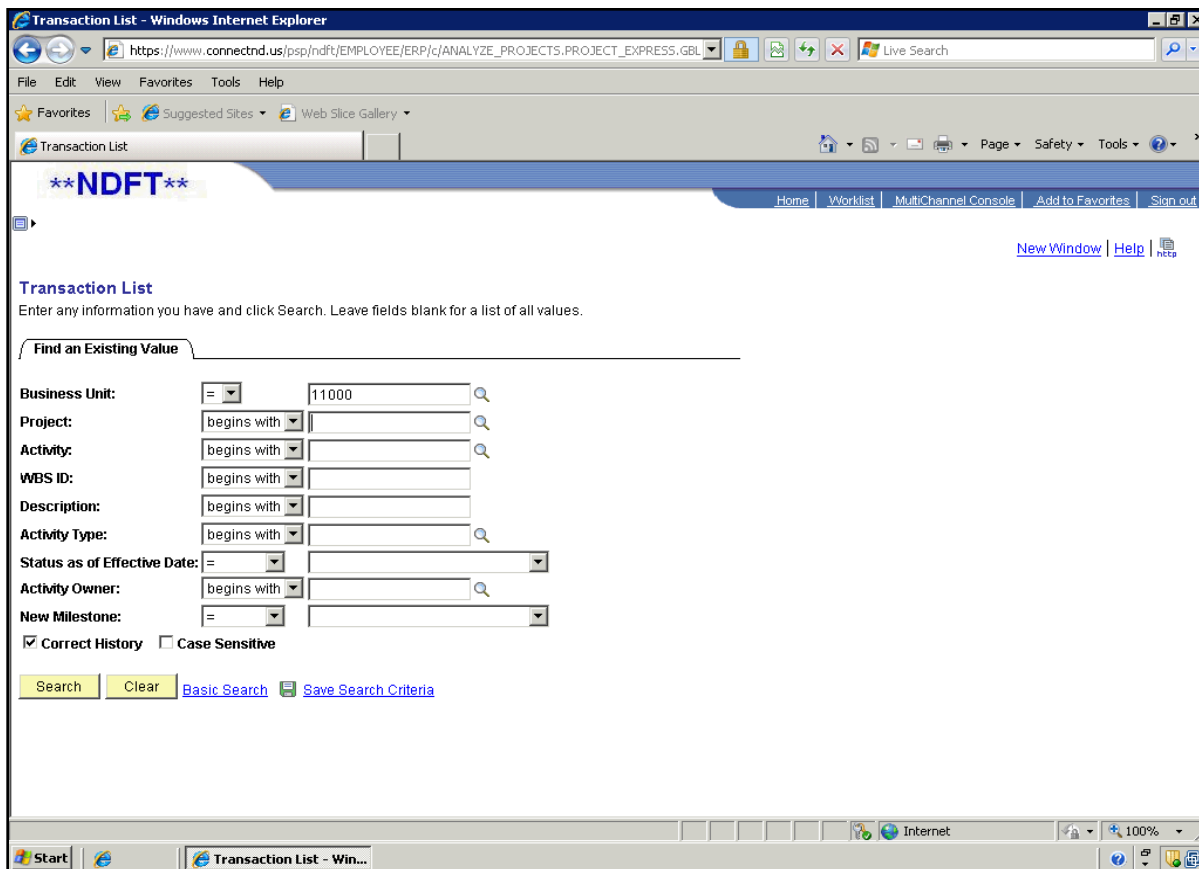
Step	Action
1.	Click the Project Costing link. 


Training Guide

Module 10 – Project Costing



Step	Action
2.	Click the Transaction Definitions link. 
3.	Click the Transaction List link. 



Step	Action
4.	Fill in the project and activity ID you want to look up. Enter the desired information into the Project field. Enter "OMB200911".
5.	Enter the desired information into the Activity field. Enter "01".
6.	Click the Search button. 



Training Guide Module 10 – Project Costing

Transaction List - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ANALYZE_PROJECTS.PROJECT_EXPRESS.GBL

Transaction List

NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page | nft

Transaction List

Project: OMB200911 Description: Projects for 2009-11 Biennium
Activity: 01 Description: Parking Lot Repair Carryover [Transaction Adjustment](#) [Add Transactions](#)

Analysis Group: ALL From Date: Through Date:
Date Type: Acct Date Max Rows: 200
Search

Project Transactions [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last





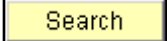
Analysis Type	Source Type	Category	Subcategory	Quantity	Unit of Measure	Source Amount	Source Currency
						USD	

[Return to Transaction Definitions](#)

Save Return to Search Notify Refresh Update/Display Correct History

javascript:DatePrompt_win0('PC_CHUNK_WRK_FROM_DATE','PC_CHUNK_WRK_FROM_DATE\$prompt','450',false);


Start Transaction List - Win...

Step	Action
7.	Enter or select the time period you wish to view. If you have numerous transactions, you will want to narrow the time period. Click the Choose a date (Alt+5) button. 
8.	Click the 1 link. 
9.	Click the Choose a date (Alt+5) button. 
10.	Click the 30 link. 
11.	Click the Search button. 

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Step	Action
12.	<p>The transactions are shown by Analysis Type; ACT from Accounts Payable, GLR, and GLE from General Ledger, and PAY and FRG from Payroll. You can check the accounting details of each transaction by clicking on Transaction Detail page by the transactions.</p> <p>Click the Transaction Detail button.</p> 

The screenshot shows the 'Transaction List' window in Internet Explorer. The URL is https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ANALYZE_PROJECTS.PROJECT_EXPRESS.GBL. The page displays various search filters and a table of transaction details.

Search Filters:

- Description: Expense Distribution
- *Analysis Type: ACT
- Cost Type: []
- Detail Activity: []
- Rate Type: CRRNT
- Asset Mgmt Bus. Unit: []
- From Business Unit GL: 11000
- Transaction Date: 08/25/2009
- Transaction Code: []
- GL Distribution Status: []
- Quantity: []
- Source Amount: 74342.80
- Project Amount: 74342.80
- GL Business Unit: 11000
- Profile ID: []
- Ledger Group: ACTUALS
- Accounting Date: 08/27/2009
- Transaction Type: VCH
- BI Distribution Status: []
- Unit of Measure: []
- Source Currency: USD
- Project Currency: USD
- Asset ID: []
- Currency Effective Date: 08/25/2009
- Rev Distribution Status: []
- PC Distribution Status: []
- Cost Distribution Status: []

General Ledger ChartFields:

Account	Operating Unit	Fund	Department	Program	Class	Source Type	Category	Subcategory	Subsys_PC_BU	Subsys_Activ_ID	Subsys_Anal
684045	110	001	8120	[]	11051	[]	[]	[]	[]	[]	[]

[Return to Project Transactions](#)

Step	Action
13.	<p>You will see a Description, Accounting Date and accounting coding. Click on Show All Transaction Details hyperlink to get further information.</p> <p>Click the Show All Transaction Details link.</p> <p>Show All Transaction Details</p>
14.	<p>You can see the transaction is a voucher.</p>



Training Guide Module 10 – Project Costing

Transaction List - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ANALYZE_PROJECTS.PROJECT_EXPRESS.GBL

File Edit View Favorites Tools Help

Transaction List

****NDFT****

Home Worklist MultiChannel Console Add to Favorites Sign out

Project Transaction Code:

Transaction User Fields

User 1: User 4:

User 2: User 5:

User 3:

System Source: AP Batch Cost Distribution Status: Not Distributed

Project Distribution Status: Not Distributed Rev Distribution Status: Not Distributed

Transaction Status: User ID: HJUST@ND.GOV

Process Instance: 5261654 Date/Time Stamp: 08/27/2009 8:49:31 PM

Chart Fields

Common Integration Fields

Accounts Payable

Accounts Receivable

Asset Management

Billing / Contracts


Budgeting

Expenses

General Ledger

javascript:submitAction_win0(document.win0,PC_ICLIENT_WRK_PC_EXPR_ACCTPAY_PB);

Start Transaction List - Win... Internet 100%

Step	Action
15.	Click on Accounts Payable arrow and you will see the Voucher ID and Vendor. Click the Expand section button. 
16.	The Voucher ID and Vendor can be seen here.
17.	This topic showed how to View Transactions. End of Procedure.